1991

DIRECTORY OF RECORDS

PROVINCIAL MINISTRIES AND AGENCIES

Ontario

Freedom
of Information
and
Protection
of Individual
Privacy

DIRECTORY OF RECORDS

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1991

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Foreword

Ontario's **Freedom of Information and Protection of Privacy Act** gives individuals a legal right of access to information held by government ministries and agencies. There are exceptions to this right but they are limited to the specific provisions of the legislation. The Act also gives individuals a right of access to their personal information and establishes standards to ensure that this information is protected.

The **Directory of Records** is issued annually in English and French to assist individuals in locating general records and personal information maintained by institutions covered by the Act. The directory describes the organization, mandate, types of records maintained by these institutions as well as the telephone number and address of the institution's Freedom of Information and Privacy Coordinator.

For further information about the Act or the directory write to:

Management Board Secretariat
Freedom of Information and Privacy Branch
18th Floor, 56 Wellesley Street West
Toronto, Ontario
M7A 1Z6
Telephone: (416) 327-2187
Fax: (416) 327-2190

I. Introduction

Information Available

General Records

The **Freedom of Information and Protection of Privacy Act** gives the public a right of access to records held by Ontario government ministries and agencies. Individuals may request any record of information in any form including a letter, report, computer tape, microfilm, videotape or sound recording.

Certain information may be withheld under one of the specific exemptions outlined in the Act. These exemptions include:

- cabinet records;
- records containing certain law enforcement information;
- records that could prejudice intergovernmental relations;
- personal information that could invade the privacy of an individual;
- certain records supplied in confidence by athird party.

A record must be disclosed to a requester unless it falls within one of the exemptions.

Personal Information

Government ministries and agencies collect personal information from and about individuals in the course of their operations. This information covers a wide range of subjects and is used to administer programs and activities.

The **Freedom of Information and Protection of Privacy Act** gives individuals a right of access to their personal information subject to certain specific exceptions. At the same time, the Act safeguards an individual's privacy by protecting this information from unauthorized disclosure to others.

Individuals who are given access to their personal information also have the right to request correction of that information if they believe it to be inaccurate.

How To Use The Directory

Locating the Information

This directory is arranged alphabetically with a chapter for each institution covered by the Act. Where the institution is an Ontario government ministry, the chapter includes an alphabetical listing of its affiliated agencies (e.g., the Ontario Heritage Foundation and the Ontario Science Centre of the Ministry of Culture and Communications).

Three indices are provided at the back of this publication. The first is an alphabetical index providing a complete listing of ministries and agencies covered under the Act. The second is a listing of public records of personal information held by institutions. The third is an alphabetical subject index which allows the user to locate general records or personal information banks by looking up the subject matter to which it relates.

Each chapter in the directory contains the following information:

Name
- the full title of the institution;

Head
- the title, business address and telephone number of the minister or head of the institution;

Mandate
- the goal or purpose of the institution;

Organization
- a description of the organizational structure;

Divisions
- a description of each major organizational unit or program area within the institution
- a description of the records used to support each division's programs and an alphabetical listing of the general classes or types of records maintained
- an alphabetical listing of the manuals issued to employees to support the operation of the division
- a description of the personal information used to support each division's programs and an alphabetical listing of the personal information banks maintained;

I

Introduction

Affiliated Agencies

- a description of the agencies closely associated with each ministry
- a description and alphabetical listing of the general records and manuals maintained by each affiliated agency
- a description and alphabetical listing of the personal information banks and public records held by each affiliated agency;

Public Records of Personal Information

- a description of any public records maintained and an alphabetical listing of such records;

Access

- the title, address and telephone number of a contact person in the institution
- the location of a reading room for the review of manuals and other information.

Manuals

Institutions are required by the Act to make certain manuals available to the public in a reading room or other designated office. This requirement applies to manuals, directives and guidelines that contain information about programs or enactments and are used to make decisions that affect the public. The location of a reading room can be found at the back of each institution chapter under the heading "Access".

The manuals issued by each institution are listed in the directory. Where the number of manuals is extremely large, the listing may contain subject categories rather than individual titles. A more detailed inventory can be obtained by contacting the Freedom of Information and Privacy Coordinator in the appropriate institution.

Personal Information Banks

The Act defines *personal information* as any recorded information about an identifiable individual. A *personal information bank* is a collection of personal information that is organized and can be retrieved by an individual's name or some other personal identifier.

The directory provides the following information for each personal information bank maintained by an institution:

Title

- the full title of the personal information bank;

Location

- the name of the division, agency or program which the bank supports;

Legal Authority

- the statute, regulation or Order in Council which provides legal authority for the establishment of the bank;

Information Maintained

- the categories of personal information in the bank (e.g., name, age, financial information);

Uses

- the principal purpose(s) for which the information is used;

Users

- the individuals or organizations which have access to the information or to whom the information is disclosed;

Individuals in Bank

- the individuals about whom the information is maintained;

Retention and Disposal

- how long the information is kept and if it is destroyed or transferred to the Archives of Ontario;

For information concerning storage, retrievability, access controls and the official responsible for the personal information bank, contact the Freedom of Information and Privacy Coordinator listed under "Access" at the end of each institution's chapter.

Public Records of Personal Information

Certain collections of records which contain personal information are public records. Land registration records are an example of this type of collection. Information contained in public records is accessible to all members of the public on an equal basis. In some cases, a user fee may be charged.

These collections are included in the institution chapters under the heading "Public Records". The following information is provided for each collection:

- the title of the collection;
- a description of the collection including its purpose and how it is maintained.

Requesting Government Information

In most cases, it is not necessary to apply under the **Freedom of Information and Protection of Privacy Act** to obtain access to ministry or agency records. Requests for information can be made by calling, writing or visiting the appropriate institution office.

When information is not available through the normal business channels, a request can be made under the Act. Each institution has an assigned Freedom of Information and Protection of Privacy Coordinator. To contact an institution's Coordinator, refer to the section entitled "Access" at the end of each institution's chapter.

Making A Request Under The Act

The following types of requests can be made under the Act:

- access to general records
- access to personal information
- correction of personal information;

A request can be made by either using the form (where available) or by writing a letter to the institution outlining the information being sought (see samples on pages 9 and 11).
Copies of the request form are available from the Freedom of Information and Privacy Coordinators of institutions covered by the Act or from local public libraries.

If you are writing a letter, indicate that you are making the request under the **Freedom of Information and Protection of Privacy Act**.

Identify as clearly as possibly what information is being sought. Being specific may speed up the processing of your request.

If you are not in a position to identify the specific records you are seeking, refer to this directory (see section "How To Use The Directory" for guidance) or, alternately, contact the coordinator of any institution who can advise you on how to proceed.

The completed request form/letter should be forwarded to the institution most likely to have the information. The correct
mailing address can be found at the end of each chapter in this
directory under "Access."

In general, a request must be processed within thirty calendar days. This means that the institution must either provide access to the requested information or notify the individual that the information is exempt under the specific provisions of the Act.

An institution may seek a time extension in accordance with conditions set out in the Act. If an institution requires a time extension, the requester must be notified.

Access By Disabled Persons

For Print Handicapped Persons

Print handicapped persons should contact the appropriate Freedom of Information and Privacy Coordinator by telephone to discuss alternate means of making a request if they are unable to complete a request form or write a letter.

For Hearing Impaired Persons

Where a telecommunication device for the deaf (TDD) service is available to an institution, the number will be shown at the end of the institution's chapter under the heading "Access". Where institutions do not have a TDD service, individuals can use the Bell Relay Service to place calls. Information on this service can be found in local public telephone directories.

For Wheelchair Users

Where an institution's reading room is physically accessible, the international wheelchair accessibility symbol is shown at the end of the institution's chapter under "Access".

In general, when making a request, visiting an institution's reading room or examining personal information, a disabled person may be accompanied by a proxy or may have a proxy act for him/her. If a proxy acts alone, proof of consent by the disabled person to be represented is required.

How To Appeal A Decision

An individual may appeal any decision made by an institution including refusal to grant access, refusal to make a correction to personal information and extension of the thirty-day deadline. Appeals must be made in writing. It is not necessary for the letter to contain reasons for appeal, but the letter should state:

- the name of the institution which made the decision;

- what decision (or part of a decision) is being appealed;
- the date and/or file number noted on the letter from the onstitution advising of its decision.

Appeals should be directed to:

Information and Privacy Commissioner
17th Floor, 80 Bloor Street West
Toronto, Ontario
M5S 2V1
Telephone: (416) 326-3333
Toll free: 1-800-387-0073
Fax: (416) 965-2983

Freedom Of Information And Protection Of Privacy In Municipalities And Local Boards

The **Municipal Freedom of Information and Protection of Privacy Act** comes into effect on January 1, 1991. The Act is similar to the provincial **Freedom of Information and Protection of Privacy Act**, in scope, purpose and procedures. It has been modified, however, to take into account the particular circumstances of municipal corporations and local boards. The Act extends freedom of information and protection of privacy principles to about 2,500 "institutions" including:

- municipal corporations
- school boards
- public utilities commissions
- hydro-electric commissions
- transit commissions
- police commissions
- conservation authorities
- boards of health
- other local boards

Making a Request Under the Municipal Freedom of Information and Protection of Privacy Act

A request under the Act can be made by either using the request form or writing a letter to the institution where the records are held. Copies of the form are generally available from the institution's Freedom of Information and Privacy Coordinator or from public libraries. When making a request, describe the records being sought and state that the information is being requested under the **Municipal Freedom of Information and Protection of Privacy Act**.

Under the Act, the heads of all local institutions are required to make available to the public, for inspection and copying, information containing the following:

- a description of the institution, including its responsibilities;
- a list of the general records and descriptions of the personal information banks in the custody or, under the control of the institution;
- the title, business telephone and business address of the head;
- the address of the office where a request under the Act should be made.

If you are not sure of the specific record you are seeking, each institution has a Freedom of Information and Privacy Coordinator who will assist you in formulating your request.

For more Information

You can obtain more information regarding the **Municipal Freedom of Information and Protection of Privacy Act,** by writing to:

Management Board Secretariat
Freedom of Information and Privacy Branch
18th Floor, 56 Wellesley Street West
Toronto, Ontario
M7A 1Z6

Copies of the Act can be purchased from:

Publications Ontario
5th Floor, 880 Bay Street
Toronto, Ontario
M7A 1N8

123 Main Street
Anywhere, Ontario
A1A 2A2
Tel: 111-2345

Information and Privacy Coordinator
Ministry of Consumer and Commercial Relations
6th Floor, 10 Wellesley Street East
Toronto, Ontario
M7A 2H8

Subject: Request under the Freedom of Information and Protection of Privacy Act

Dear Sir/Madam:

In April of 1988, I submitted an applications for the registration of a travel agency.

Under the Freedom of Information and Protection of Privacy Act, I am requesting the following:

> A copy of the file associated with the above application, particularly any information related to my employment history and financial status.

I look forward to hearing from you.

Respectfully,

Sonya Oliva

Access/Correction Request
Freedom of Information and Protection of Privacy

Request for:

☐ **Access to General Records**
☑ **Access to Own Personal Information**
☐ **Correction of Own Personal Information**

Name of institution request made to: Ministry of Consumer and Commercial Relations

If request is for access to, or correction of, own personal information records:
Last name appearing on records: ☑ same as below or ▶

Details

Last Name: Olivia
First Name: Sonya
Middle Name:
☐ Mr. ☐ Mrs. ☐ Ms. ☐ Miss

Address (Street/Apt. No./P.O. Box No./R.R. No.): 123 Main Street
City or Town: Anywhere
Province: Ont.

Postal Code: A1A 2A2
Telephone Number(s) Day ▶ Area Code 416 | 123-4567
Evening ▶ Area Code |

Detailed description of requested records, personal information records or personal information to be corrected. (If you are requesting access to, or correction of, your personal information, please identify the personal information bank or record containing the personal information, if known)

In April 1988, I submitted an application for the registration of a travel agency. I would like a copy of the file associated with this application particularly any information related to my employment history and financial status.

Note: If you are requesting a correction of personal information, please indicate the desired correction and, if appropriate, attach any supporting documentation. You will be notified if the correction is not made and you may require that a statement of disagreement be attached to your personal information.

Preferred method of access to records
☐ Examine Original
☑ Receive Copy

Signature: Sonya Olivia

Date: Day 02 | Month 01 | Year 91

For Institution Use Only

Date received: Day | Month | Year
Request Number
Comments

Personal information contained on this form is collected pursuant to Freedom of Information and Protection of Privacy legislation and will be used for the purpose of responding to your request. Questions about this collection should be directed to the Freedom of Information and Privacy Coordinator at the institution where the request is made.

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II

Common Records

II. Common Records

GENERAL ADMINISTRATION RECORDS

Certain types or classes of records are common to most institutions. These records contain information about general administration and operational support functions such as personnel, finance, purchasing, audit and property management. To avoid repetition, these common classes of records are described in this chapter. Where applicable, there will be a reference to this listing in an institution's chapter. Common administration records include:

- Administrative support records including statistics, agendas and minutes of meetings, general inquiries, administrative procedures, library services, records management, data systems development and management, travel and transportation, property management, building and accommodation services, mail and messenger services;
- Cabinet submissions, Management Board submissions, Orders in Council, draft legislation, briefing notes, and general correspondence;
- Communications records including speeches, ministers' statements, news releases, promotional and educational publications, audiovisual and film packages, advertising plans and records, public opinion polls, annual reports, visual identity records, issues and background summaries;
- Financial records including financial systems and comptrollership, estimates, budgets, invoices, purchase orders, expenditure statements, allowances and expenses, assets management, and inventory management;
- Human resources management records including human resources allocation, organization charts, job specifications, pension, benefits and insurance;
- Legal records including statutes and regulations, research and opinions, correspondence, contracts and agreements;
- Planning and management records including strategic and operational plans, work programs, accountability reports, audit and efficiency reports, consulting reports, policies, directives and guidelines.

Operational Records Common to Colleges of Applied Arts and Technology

In addition to general administration records which are common to most institutions, there are certain classes of operational records common to most community colleges. These records document the planning, development and delivery of college programs. As with the general administration records described above, these common operational records have been listed in this chapter to avoid repetition. A reference to these common records, however, can be found, where applicable, in each community college chapter.

Operational records common to most community colleges include:

- Board of Governors records, including minutes of the board and committees, bylaws, and policies;
- Corporate planning, management, and development records, including College Council functions, capital funding requests and approvals, capital project files, institutional research and market analyses, operational review reports, Ontario College Information System reports on plant, property, finance, staff, and students, and fundraising activities;
- Records relating to the development and delivery of academic programs, including academic program sponsoring agencies, academic program submissions and approval files, program advisory committee records, program and course files, program accreditation and evaluation records, and examinations and assessment instruments;
- Records relating to government-sponsored programs and government relations, including annual reports to the Minister of Colleges and Universities, government relations and negotiations, Innovation Centre project files, FUTURES program files, Ontario Skills Development program files, Ontario Basic Skills program files, Canada Employment and Immigration Commission/Apprenticeship and other sponsored- program records, and busi-

ness and industry training records;

- Enrolment and registration records, including registration policy, operations, and statistics, enrolment audits, tuition and fee records, and transcript requisitions;
- Student services records, including financial aid services, housing and accommodation registries, funding and program records for scholarships and bursaries, Ontario Student Assistance Program files, special needs programs and services, athletics programs, student job requests and job placements, co-op and work term records, and graduate placement reports;
- College human resources management records, including labour/management committee minutes, position evaluation committee minutes and records (Hay and Support Staff committees), professional development program records, and health and safety inspections, audits and reports;
- Records relating to outreach programs, including international training and development projects, secondary school liaison, and community agency affiliation records;
- Records relating to ancillary services, including the operations of the bookstore, cafeteria, student newspaper, student residence, fitness facilities, day care centre, campus functions (dances, concerts, etc.).

PERSONAL INFORMATION BANKS

Certain personal information banks are common to many institutions. These banks contain information about government employees or standard programs such as pay equity and human rights administration. To avoid repetition, these common personal information banks are described in this chapter and only the titles are referenced in individual chapters.

In addition, certain personal information banks are common to most colleges of applied arts and technology. These banks have also been described in this chapter, with individual college chapters including references to the titles where appropriate.

The following are descriptions of common personal information banks. The first section describes personal information banks common to most institutions covered by the Act. The second section describes banks common to most Ontario government ministries and closely affiliated agencies. The third section describes banks common to most colleges of applied arts and technology.

Where an institution maintains a common personal information bank, only the title of the bank will be listed in the institution chapter. Individuals seeking access to these personal information banks should forward their requests to the appropriate ministry or agency. For the correct mailing addresses, refer to the "Access" heading at the end of each ministry/agency chapter.

Personal Information Banks Common to Most Institutions

Freedom of Information and Protection of Privacy Act Requests

Location: Freedom of Information and Privacy Coordinators offices. **Legal Authority:** Freedom of Information and Protection of Privacy Act, S.O. 1987, c.25, s.24. **Information Maintained:** Name, address, telephone number, description of information requested/to be corrected, correspondence, copies of requested records. **Uses:** Maintain a record of all requests; compile statistics. **Users:** Freedom of Information and Privacy Protection staff, liaison staff, head of institution and/or delegate. **Individuals in Bank:** Individuals submitting requests under the Freedom of Information and Protection of Privacy Act. **Retention and Disposal:** Not determined.

Library Users Lists

Location: Libraries/reading rooms. **Legal Authority:** The Act establishing each institution. **Information Maintained:** Name, address, business and residence telephone numbers, ID number, agency. **Uses:** Prepare statistical reports; planning purposes; circulation records. **Users:** Library/reading room staff. **Individuals in Bank:** Users of library and/or audiovisual services. **Retention and Disposal:** Until all materials returned, then destroyed.

Ombudsman/Human Rights Commission

Location: Personnel/Human Resources Branch, Legal Services Branch and officer designated responsible for contact with these agencies. **Legal Authority:** The Ombudsman Act, R.S.O. 1980, c.325; Ontario Human Rights Code, R.S.O. 1980, c.340. **Information Maintained:** Name, address, date of birth, copy of individual's complaint, investigation and report. **Uses:** Document an individual's complaint; respond to the inquiry. **Users:** Managers, Legal Services Branch, deputy minister/chief executive officer. **Individuals in Bank:** Individuals registering a complaint under the Ombudsman Act or Human Rights Code and individuals about whom a complaint is made or who are involved in a complaint. **Retention and Disposal:** Variable.

Parking Records

Location: Physical Plant Office, Finance and/or Administrative Branch. **Legal Authority:** For provincial ministries and agencies - Public Service Act, R.S.O. 1980, c.418;

Reg. 881, s.7(1) and s.22. For community colleges - Colleges and Universities Act, R.S.O. 1980, c.272. Also the Ontario Institute for Studies in Education Act, R.S.O. 1980, c.341. **Information Maintained:** Name, address, telephone number, office address and telephone number, Social Insurance Number or student/staff number, room number, vehicle licence and description, physical impairments, years of public service, any other voluntarily supplied information. **Uses:** Authorization for parking. **Users:** Physical Plant administrative staff. **Individuals in Bank:** Staff, students and tenants using parking facilities on a regular basis. **Retention and Disposal:** Destroyed one year after individual discontinues using facilities.

Workers' Compensation

Location: Occupational Health and Safety Section. **Legal Authority:** Workers' Compensation Act, R.S.O. 1980, c.539, s.20, s.21 and s.121; R.R.O. 1980, Reg. 881, s.67; Occupational Health and Safety Act, R.S.O. 1980, c.321, s.25 and s.26. **Information Maintained:** Name, address, telephone number, Social Insurance Number and details of the injury/accident. **Uses:** Process claims made under the Workers' Compensation Act. **Users:** Workers' Compensation Board, personnel/human resources staff, health and safety committees. **Individuals in Bank:** Ontario public servants and Crown employees submitting an accident/claim report. **Retention and Disposal:** 50 years, then transferred to archives.

Personal Information Banks Common to Most Ministries and Affiliated Agencies

Career Planning/Training

Location: Personnel/Human Resources Branch, Training Branch and/or line managers' offices. **Legal Authority:** Public Service Act, R.S.O. 1980, c.418, s.4(f); R.R.O. 1980, Reg. 881, s.22. **Information Maintained:** Name, employee's career and employment goals, training and development plans, nomination forms for educational programs, training certificates. **Uses:** Record employee's career objectives and participation in relevant training. **Users:** Personnel/human resources staff, training and Employment Equity staff, line managers, auditors. **Individuals in Bank:** Ontario public servants and Crown employees. **Retention and Disposal:** Employment work period; upon termination incorporated into General Employment History and Payroll Information bank.

Central Attendance Recording System (CARS)

Location: Personnel/Human Resources Branch, Finance Branch and line managers' offices. **Legal Authority:** Public Service Act, R.S.O. 1980, c.418; R.R.O. 1980, Reg. 881, s.7(1). **Information Maintained:** Name, record of work attendance. **Uses:** Record absences; provide statistical reporting on attendance. **Users:** Managers, personnel/human resources and financial staff, Human Resources Secretariat, staff of Employee Benefits and Data Services Branch and Systems Branch of the Ministry of Government Services. **Individuals in Bank:** Ontario public servants and Crown employees. **Retention and Disposal:** Variable up to two years, then destroyed or incorporated into General Employment History and Payroll Information bank.

Employment Application Inventory

Location: Personnel/Human Resources Branch and/or line managers' offices. **Legal Authority:** Public Service Act, R.S.O. 1980, c.418, s.4(c), s.6(1) and s.24; R.R.O. 1980, Reg. 881, s.2 and s.16(2). **Information Maintained:** Name, address, letters of application, resume//as. **Uses:** Identify potential candidates for job competitions. **Users:** Personnel/human resources staff, line managers. **Individuals in Bank:** Applicants for provincial government jobs. **Retention and Disposal:** One year, then destroyed.

Employment Equity Program

Location: Employment Equity Program offices. **Legal Authority:** Public Service Act, R.S.O. 1980, c.418; R.R.O. 1980, Reg. 881, s.22. **Information Maintained:** Name, Social Insurance Number, date of birth, job classification and title, office location, telephone number, education, employment history, career goals. **Uses:** Monitor progress of the program to establish equal opportunities for designated groups in the areas of training, promotions and career mobility. **Users:** Employment Equity staff, management and personnel/human resources staff. **Individuals in Bank:** Employees of the institution who are in groups designated under Employment Equity. **Retention and Disposal:** Employment work period, then destroyed.

General Employment History and Payroll Information

Location: Personnel/Human Resources Branch, Finance Branch and line managers' offices. **Legal Authority:** Public Service Act, R.S.O. 1980, c.418, s.10(2,4); R.R.O. 1980, Reg. 881, s.7(1) and s.22. **Information Maintained:** Name, address, work history, payroll transactions and employee benefit options. **Uses:** Record employee's work history and payroll/benefit transactions. **Users:** Personnel/human resources and financial staff, managers, auditors, Human Resources Secretariat. **Individuals in Bank:** Ontario public servants and Crown employees. **Retention and Disposal:** 50 years after termination, then destroyed; select files transferred to archives.

Grievances and Applications

Location: Personnel/Human Resources Branch and/or Human Resources Secretariat. **Legal Authority:** Public Service Act, R.S.O. 1980, c.418, s.29; R.R.O. 1980, Reg. 881, s.36 to s.57; Crown Employees Collective Bargaining Act, R.S.O. 1980, c.108, s.19, s.38(13) and s.39. **Information Maintained:** Name, grievance forms, notices and replies, grievance award, correspondence about the grievance, supporting documentation. **Uses:** Document the grievance process. **Users:** Personnel/human resources staff, line managers, Human Resources Secretariat. **Individuals in Bank:** Ontario public servants and Crown employees submitting formal grievances. **Retention and Disposal:** Variable after conclusion of the grievance, then destroyed.

Identity/Employee Card

Location: Finance/Administration Branch. **Legal Authority:** Public Service Act, R.S.O. 1980, c.418. **Information Maintained:** Name, Social Insurance Number, office, office telephone number, card number, photograph. **Uses:** Regulate access to government property. **Users:** Security staff.

Individuals in Bank: Personnel issued an identification card. **Retention and Disposal:** Variable.

Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)

Location: Personnel/Human Resources Branch, Finance Branch and line managers' offices. **Legal Authority:** Public Service Act, R.S.O. 1980, c.418; R.R.O. 1980, Reg. 881, s.7(1) and s.22. **Information Maintained:** Name, date of birth, education, work history, pay level and other basic employee data. **Uses:** Issue pay cheques; prepare statistical reports such as T-4s, pension contributions. **Users:** Managers, personnel/human resources and financial staff, Human Resources Secretariat, Employee Benefits and Data Services Branch and Systems Branch of the Ministry of Government Services. Select information is available to the Ontario Public Service Employees Union, insurance companies and banks. **Individuals in Bank:** Ontario public servants and Crown employees. **Retention and Disposal:** Variable up to 50 years after termination, then destroyed; select files to archives.

Job Competitions

Location: Personnel/Human Resources Branch and/or line managers' offices. **Legal Authority:** Public Service Act, R.S.O. 1980, c.418, s.4(c), s.6(1) and s.24; R.R.O. 1980, Reg. 881, s.2 and s.16(2). **Information Maintained:** Name, address, application forms, job advertisement, screening and evaluation information and appointment of successful candidate. **Uses:** Document the hiring process; provide statistical data. **Users:** Personnel/human resources and Employment Equity staff, line managers, human rights officers, auditors. **Individuals in Bank:** Applicants for provincial government jobs. **Retention and Disposal:** One year, then destroyed.

Litigation Files

Location: Legal Services Branch. **Legal Authority:** Ministry of the Attorney General Act, R.S.O. 1980, c.271, s.5. **Information Maintained:** Name, address, telephone number, age, medical, financial, education and employment information, claims, reports, legal opinions, legal decisions, settlements. **Uses:** Provide basis for litigation for and against the institution. **Users:** Legal Services Branch staff, Crown Law Office-Civil staff, externally contracted legal advisors, institution's insurers, individuals involved in litigation. **Individuals in Bank:** Individuals involved in litigation against or with the institution. **Retention and Disposal:** Variable.

Medical Information (Personnel)

Location: Personnel/Human Resources Branch. **Legal Authority:** Public Service Act, R.S.O. 1980, c.418; R.R.O. 1980, Reg. 881, s.67(1-4), s.68(1-3), s.81(1-5), s.99(1-2); Occupational Health and Safety Act, R.S.O. 1980, c.321, s.25 and s.26. **Information Maintained:** Name, health records, reports and claims. **Uses:** Verify health status; authorize leaves of absence. **Users:** Personnel/human resources staff, line managers, auditors. **Individuals in Bank:** Ontario public servants and Crown employees. **Retention and Disposal:** Employment work period; upon termination incorporated into General Employment History and Payroll Information bank.

Performance Management

Location: Personnel/Human Resource Branch and/or line managers' offices. **Legal Authority:** Public Service Act, R.S.O. 1980, c.418, s.4(f). **Information Maintained:** Name, performance contract, appraisal of work performance. **Uses:** Manage employees' performance; identify staff training needs. **Users:** Personnel/human resources staff, training and Employment Equity staff, line managers, auditors. **Individuals in Bank:** Ontario public servants and Crown employees. **Retention and Disposal:** Employment work period; upon termination incorporated into General Employment History and Payroll Information bank.

Travel/Expense Accounts

Location: Financial Services Section. **Legal Authority:** Public Service Act, R.S.O. 1980, c.418. **Information Maintained:** Name, Social Insurance Number, work mailing address, advance account, date of last expense account. **Uses:** Record advance account and expenditure totals. **Users:** Accounts Section staff. **Individuals in Bank:** Ontario Public Servants and Crown employees. **Retention and Disposal:** Until fiscal year-end when an employee's advance account is balanced, then destroyed.

Personal Information Banks Common to Most Colleges of Applied Arts and Technology

Board of Governors Membership

Location: President's Office. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272, s.5; R.R.O. 1980, Reg. 640. **Information Maintained:** Name, address, telephone number, occupation, education, public or professional organization experience, biographical information. **Uses:** Maintain a record of past and present board members; maintain contact with former members for alumni and fundraising activities. **Users:** Board of Governors, President's Office staff. **Individuals in Bank:** Board of Governors members. **Retention and Disposal:** Permanent.

Co-op, Work Term, Final Job Placements

Location: Co-op or Placement Office. Organizational placement may vary among colleges. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272, s.5. **Information Maintained:** Name, address, student number, employer name and address, job description. **Uses:** Record student participation in co-op and work term programs; assess student performance; record students placed in jobs through placement office programs. **Users:** Co-op and placement office staff, co-op coordinators, academic staff involved in co-op program, registered employers. **Individuals in Bank:** Students, employers. **Retention and Disposal:** Not determined.

Day Care Registrants

Location: Day Care Centre. **Legal Authority:** Day Nurseries Act, R.S.O. 1980, c.111. **Information Maintained:** Name, date of birth, address, telephone, parent name and business telephone, OHIP number, doctor's name and address, child's medical history and immunization record, permission forms (video and photographic records of child, administration of medication, participation on excursions), child's schedule and behaviour patterns. **Uses:** Document registration, activities and development of child in daycare program; facilitate daily and emergency care. **Users:** Daycare center staff, emergency medical personnel and specialists. **Individuals in Banks:** Children registered in Day Care Center. **Retention and Disposal:** Two years after discharge, then destroyed.

Dental Clinic Patients

Location: Dental Clinic. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272, s.5; Health Disciplines Act, R.S.O. 1980, c.196. **Information Maintained:** Name, address, dental charts, patient records and x-rays. **Uses:** Treatment of clinic clients; maintain a record of treatment performed. **Users:** Clinic staff. **Individuals in Bank:** Patients. **Retention and Disposal:** Not determined.

Employee Personnel, Payroll and Benefits Records

Location: Personnel/Human Resources Office, Payroll Office, and/or local managers' offices. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272, s.5; R.R.O. 1980, Reg. 640. **Information Maintained:** Name, address, telephone, date of birth, sex, marital status and dependent information, citizenship, Social Insurance Number, education, work history, attendance and leave records, performance evaluations, benefit options, salary, payroll and benefit transactions, beneficiaries, next-of-kin, garnishments. **Uses:** Document employee work history and benefits information; administer payroll and benefits package; provide the Ministry of Colleges and Universities with statistical reports. **Users:** Personnel/Human Resource staff, Finance Division and Payroll Office staff. **Individuals in Bank:** College employees. **Retention and Disposal:** Not determined.

FUTURES Program Applicants and Participants

Location: FUTURES Office. **Legal Authority:** Order in Council 701/85. **Information Maintained:** Name, address, sex, date of birth, racial heritage, mother tongue, Social Insurance Number, telephone, identification number, educational history, employment history, source of income, referrals to/from other agencies, test results, and employment placement and performance assessment records. **Uses:** Administer the FUTURES program; provide program statistics to the Ministry of Skills Development; generate management reports. **Users:** FUTURES program managers, placement officers, counsellors, academic staff involved in pre-employment preparation programs. **Individuals in Bank:** Youths who apply to or are enrolled in the FUTURES Program. **Retention and Disposal:** Variable up to eight years, then destroyed.

Graduate and Alumni Records

Location: Alumni Office. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272, s.5; R.R.O. 1980, Reg.640. **Information Maintained:** Name, sex, date of birth, telephone, parent's name and address, marital status, name of spouse, program and graduation information, student activities, further education, donations, employment status and description. **Uses:** Maintain a record of alumni for contact and communications, fundraising, and social activities. **Users:** Alumni Office staff, senior college staff. **Individuals in Bank:** Graduates and alumni. **Retention and Disposal:** Not determined.

Health and Medical Records

Location: Health Centre or division offering health sciences programs. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272, s.5; Health Disciplines Act, R.S.O. 1980, c.196. **Information Maintained:** Name, address, telephone, OHIP number, record of physical examination, medical history, chest x-ray and immunization record (for health sciences students). **Uses:** Ensure health sciences students meet minimum health requirements for admission to clinical facility; record treatment of individuals using health center services. **Users:** Health Centre staff, health sciences program staff. **Individuals in Bank:** Students enrolled in health sciences programs, employees and students using health center services. **Retention and Disposal:** Not determined.

Innovation Centre Clients, Registrants and Users

Location: Innovation Center. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272, s.5; Ministry of Industry and Trade Act, S.O. 1982, c.31, s.3 and s.6. **Information Maintained:** Name, address, telephone, product or business information, patent information, drawings. **Uses:** Maintain a record of clients; register project, product, or business idea; provide statistical and other reports to the Ministry of Industry, Trade and Technology; maintain contact and communications with clients. **Users:** Innovation Center staff. **Individuals in Bank:** Clients. **Retention and Disposal:** Not determined.

Job Competitions and Applications

Location: Personnel/Human Resources Office. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272; R.R.O. 1980, Reg. 640. **Information Maintained:** Letters of application, resumes, competition documentation. **Uses:** Administer competitions and hirings. **Users:** Personnel/Human Resources staff, management staff. **Individuals in Bank:** Persons seeking employment. **Retention and Disposal:** Not determined.

Ontario Basic Skills Program Trainees

Location: Ontario Basic Skills Office. **Legal Authority:** Order in Council 701/85. **Information Maintained:** Name, trainee number, functional and academic level test results, academic and skills status assessment, training plan, evaluations, employment status upon leaving program, and Special Support Allowances application form which includes sex, date of birth, address, family status, source of income, and allowance eligibility assessment information. **Uses:** Administer the Ontario Basic Skills Program; provide program statistics to Ministry of Skills Development. **Users:** Ontario Basic Skills Program staff, academic faculty assigned to Ontario Basic Skills Program, Ministry of Skills Development (for program audit and Special Support Allowances program administration). **Individuals in Bank:** Program participants. **Retention and Disposal:** Six years, then destroyed.

Ontario Training Incentive Program Trainees

Location: Ontario Skills Development Office. **Legal Authority:** Order in Council 701/85. **Information Maintained:** Name, address, sex, Social Insurance Number, education, employment status, occupation, OTIP subsidy participation agreement and claim forms, apprenticeship cards, and employer information. **Uses:** Determine eligibility for and entitlement to OTIP subsidy; administer OTIP program. **Users:** Training Support Services Branch (Ministry of Skills Development), Ontario Skills Development Office training consultants. **Individuals in Bank:** Individuals in designated occupations who apply for OTIP subsidy, employers. **Retention and Disposal:** Six years, then destroyed.

Ontario Student Assistance Program

Location: Financial Aid Office. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272. **Information Maintained:** Name, Social Insurance Number, address, age, sex, marital status, residency status, education, employment history, income and assets of applicant, parents, sponsors, spouse. **Uses:** Determine eligibility for the Ontario Study Grant Plan, the Canada Student Loans Plan, or the Ontario Student Loans Plan. **Users:** Financial Aid Office staff, the Ministry of Colleges and Universities. **Individuals in Bank:** Students seeking financial assistance. **Retention and Disposal:** Two years, then destroyed.

Professional Development

Location: Personnel/Human Resources Office, Staff Development Office, academic divisions, and/or local managers' offices. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272; R.R.O. 1980, Reg. 640. **Information Maintained:** Name, classification, department, school, nature and duration of leave or other development program. **Uses:** Determine eligibility for professional development programs or leave. **Users:** Personnel/Human Resources staff, management staff. **Individuals in Bank:** Staff seeking professional development leave. **Retention and Disposal:** Not determined.

Scholarships and Awards

Location: Organization placement varies among colleges. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272; R.R.O. 1980, Reg. 640. **Information Maintained:** Name, address, date of birth, student number, course/program information, scholarship/award criteria, evaluations. **Uses:** Determine eligibility for scholarship, bursary, fellowship, or award; publicize college awards and scholarships. **Users:** Financial Aid Office staff, Registrar's staff, academic/program staff, sponsor. **Individuals in Bank:** Students applying, nominated for or receiving award/scholarship. **Retention and Disposal:** Not determined.

Student Appeals (disciplinary, administrative, academic)

Location: Organization placement varies among colleges. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272; R.R.O. 1980, Reg. 640. **Information Maintained:** Name, student number, program/year, appeal documentation. **Uses:** Document student appeal process. **Users:** Senior staff hearing appeals. **Individuals in Bank:** Students with appeals. **Retention and Disposal:** Not determined.

Student Applications

Location: Registrar's Office. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272, s.5; R.R.O. 1980, Reg. 640. **Information Maintained:** Name, date of birth, citizenship, address, telephone, marital status, secondary school/prior educational history, functional level test results, college/programs applied for. **Uses:** Determine eligibility for admission; document the admissions process. **Users:** Registrar's staff, academic staff. **Individuals in Bank:** Applicants. **Retention and Disposal:** Applicants not admitted - one year, then destroyed; applicants admitted - incorporated into Student Registration and Academic History bank.

Student Athletics and Fitness Programs

Location: Athletics Centre. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272; R.R.O. 1980, Reg. 640. **Information Maintained:** Name, address, student number, sports participation, general medical history, name of contact in case of emergency. **Uses:** Record student participation in organized sports and fitness programs; plan fitness/athletic programs; notification in case of emergency. **Users:** Athletic Centre staff, physical education staff. **Individuals in Bank:** Students participating in organized sports and fitness programs. **Retention and Disposal:** Not determined.

Student Counselling

Location: Counselling Office. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272; R.R.O. 1980, Reg. 640. **Information Maintained:** Name, student number, referrals, record of counselling. **Uses:** Assessing and referring students in need of counselling. **Users:** Counselling staff. **Individuals in Bank:** Students seeking counselling. **Retention and Disposal:** Not determined.

Student Registration and Academic History

Location: Registrar's Office, Academic Divisions, and/or local instructors' offices. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272, s.5; R.R.O. 1980, Reg.640. **Information Maintained:** Name, date of birth, address, student number, fees paid, co-op participation, cumulative academic record, achievements and awards, transcripts. **Uses:** Maintain a record of student registration and academic history; verify academic achievement; provide the Ministry of Colleges and Universities with statistical reports. **Users:** Registrar's staff, academic division/program/course staff. **Individuals in Bank:** Students. **Retention and Disposal:** 70 years after retirement or program completion, then destroyed.

Teacher Workload Records (Standard Workload Form)

Location: Personnel/Human Resources office and/or academic divisions. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272; R.R.O. 1980, Reg. 640. **Information Maintained:** Name, department, period covered, workload information. **Uses:** Ensure that teacher workload adheres to the provisions of the collective agreement. **Users:** Management staff, teachers. **Individuals in Bank:** Teachers. **Retention and Disposal:** Not determined.

Tests, Examinations and Assessments

Location: Academic divisions and/or instructors' offices. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272; R.R.O. 1980, Reg. 640. **Information Maintained:** Name and/or student number, completed tests/examinations, marks. **Uses:** Assess academic standing and progress; document the testing and examination process. **Users:** Teaching staff. **Individuals in Bank:** Students. **Retention and Disposal:** Not determined.

Vocational Testing and Counselling

Location: Organizational placement may vary among colleges. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272; R.R.O. 1980, Reg. 640. **Information Maintained:** Name, student number, assessments, referrals. **Uses:** Assist student in determining vocation/profession; assist in admissions of mature students. **Users:** Vocational counselling staff. **Individuals in Bank:** Students seeking vocational counselling. **Retention and Disposal:** Not determined.

III

Ministries and Agencies

Ministry of Agriculture and Food

Head

Minister of Agriculture and Food
11th Floor, 801 Bay Street
Toronto, Ontario
M7A 1A3
Telephone: (416) 326-3067

Mandate

To foster a competitive, economically viable and environmentally responsible agriculture and food system.

Organization

The ministry is organized in six divisions: Agriculture and Rural Services; Education and Research; Finance and Administration; Food Industry; Policy and Program Development; and Quality and Standards. Three branches report directly to the deputy minister: Communications Crop Insurance and Stabilization and Legal Services.

The ministry's head office and fourteen branches are in Toronto. Seven branches are administered from the Guelph Agriculture Centre. The ministry also operates 54 county and district offices throughout the province; five colleges of agricultural technology; the Ontario Agricultural Museum; and the Horticulture Research Institute of Ontario. Refer to the Government of Ontario Telephone Directory for addresses.

Divisions

Agriculture and Rural Services

Agriculture and Rural Services provides a broad range of services to the agricultural sector including extension services, technical advice, resource stewardship and financial assistance programs, as well as land-use planning and support to rural organizations. The division includes seven branches: Agricultural Representatives; Animal Industry; Farm Assistance Programs; Land Use Planning; Plant Industry; Resources Management; and Rural Organization and Services.

General Classes or Types of Records

Contain Information on programs and services offered to the agriculture industry, producers and rural communities, program criteria, background materials and information on productivity, management, resources and land use.

Agricultural Employment
Agricultural Leadership Program
Agricultural Organizations
Agricultural Rehabilitation and Development Act - Implementation
AgriNorth
Animal Welfare
Animals for Research
Bear Damage to Livestock Compensation
Beef Calf Loan Program
Beginning Farmer Assistance Program (BFAP)
Branding of Animals
Damage to Honey Bee Colonies by Bears - Compensation Program
Dog Licensing and Live Stock Act - Appeals and Rejections
Drainage
Environmental Assessment
Environmental Protection
Family Farm Interest Rate Reduction Program (OFFIRR)
Farm Adjustment Assistance Program (OFAAP)
Farm Business Management
Farm Family Advisor Program
Farm Financial Management
Farm Operating Credit Assistance Program (FOCAP)
Farm Practices Protection Act (administrative files related to hearings under the Act)
Farm Tax Rebate/Reduction Programs
Farmers in Transition (FIT)
Field Crop Management and Production
Floriculture and Nursery Production
Food Preparation and Nutrition
4-H Clubs
Grape Conversion Assistance Program
Health and Safety in Agriculture
Home and Family Management
Horticultural Crop Management and Production
Hunter Damage to Livestock Compensation Program
Integrated Pest-Management Program in Ontario
Junior Farmers Program
Land Use Planning Documents and Comments
Livestock (management, medicines, performance testing)
Municipal Board Hearings
Non-Resident Agricultural Land Interests Registration Act (provincial and county registration summaries)
Northern Ontario Transportation Assistance
Ontario Clingstone Peach Tree Planting Assistance Program
Ontario Farm-Start
Operating Loan Guarantee Program
Pest Management
Pork Industry Improvement Program
Provincial, Regional and Country Program Objectives
Purebred Dairy Cattle, Beef and Sheep Sales Assistance Program
Rabies Indemnification Program
Red Meat Program
Rural Organizations and Services, Women's Groups, Sociology
Rutabaga Assistance Program
Seasonal Housing Assistance Program
Seed Potato Program (SPUD)
Soil Conservation Assistance Program
Soil Management
Soils Inventory
Special Livestock Shows Assistance Program
Swine Sales Assistance Program
Taxation Specific to Agriculture
Transportation Assistance Programs
Weather (related assistance programs)
Weather and Climate
Weed Control
Wetlands/Forestlands
Woodlot Management and Maple Syrup Production
Young Farmer Credit Program (OYFCP)
Youth Activity Programs

Manuals

Contain program information issued to staff to assist farmers implement recommended procedures and comply with ministry program requirements and to assist staff evaluate eligibility for programs. Handbooks provide a reference source on the operation of local groups and 4-H Clubs.

- Agricultural Code of Practice (minimum separation distance between livestock facilities and other land uses)
- Beginning Farmer Assistance Program - Policy Manual and Participants Kit
- Case Committee Guidelines
- Commercial Disaster Relief Fund - 1985 Procedural Manual
- Drainage Manual
- Farm Assistance Programs - Directives
- Farm Practices Protection Board Reference Manual
- Farm Tax Administrative Guidelines
- Farmers in Transition Program - Re-Establishment Assistance Procedural Manual
- Federal and Provincial Financial Assistance Programs for Agriculture
- Food Land Guidelines
- 4-H Club Leader's Handbook
- Integrated Pest-Management Field Manual
- Livestock Manual
- Ontario Farm Adjustment Assistance Program/Farm Operating Credit
- Assistance Program
- Ontario Farm Family Advisory Program Advisor's Manual
- Ontario Young Farmer Credit Program (OYFCP) Guidelines
- Rural Organizations and Services Branch Staff Handbook

Personal Information Banks

Contain information about individuals applying for assistance, licenses, employment or who are appealing decisions made by the ministry.

Agricrew and Junior Agriculturalist Exchange Programs - Host Farmers

Location: Rural Organizations and Services Branch, Guelph Agriculture Centre. **Legal Authority:** Ministry of Agriculture and Food Act, R.S.O. 1980, c.270, s.5. **Information Maintained:** Name, county, address, telephone number, rating as host farmer for Junior Agriculturalist Program, year(s) involved. Agricrew Program ended in 1988. **Uses:** Decide eligibility for future involvement in program; record involvement. **Users:** Program managers and coordinators. **Individuals in Bank:** Farmers accepted into the program. **Retention and Disposal:** Permanent.

Agricrew and Junior Agriculturalist Programs - Student Applications

Location: Rural Organizations and Services Branch, Guelph Agriculture Centre. **Legal Authority:** Ministry of Agriculture and Food Act, R.S.O. 1980, c.270, s.5. **Information Maintained:** Name, address, age, Social Insurance Number, date of birth, OHIP number, contact person, mother tongue, education, medical status, driver's license number, past employment. Agricrew program ended in 1988. **Uses:** Decide eligibility to participate in program; record of program participation. **Users:** Program managers and coordinators. **Individuals in Bank:** Students applying for summer programs. **Retention and Disposal:** Permanent.

Agricultural and Horticultural Organizations

Location: Rural Organizations and Services Branch, Guelph Agriculture Centre. **Legal Authority:** Agricultural and Horticultural Organizations Act, S.O. 1988; Corporation Informations Act, R.S.O. 1980, c.96. **Information Maintained:** Current office addresses, names of current and former directors and officers, financial information and grant requests for active and inactive horticultural societies, agricultural societies and organizations. **Uses:** Maintain corporate status under legislation; determine eligibility for grant programs. **Users:** Ministry administrative staff. **Individuals in Bank:** Directors and officers of societies and organizations. **Retention and Disposal:** Not determined.

Agricultural Rehabilitation and Development Act (ARDA) - Federal- Provincial Projects

Location: Farm Assistance Programs Branch. **Legal Authority:** Agricultural Rehabilitation and Development Act, R.S.O. 1980, c.11, s.3. **Information Maintained:** Name, address, application for lease, history of each project with terms and conditions for operational and audit purposes. **Uses:** Evaluate requests for lease renewal; process requests to purchase; resolve problems. **Users:** ARDA directorate, program administrative staff, branch director, Legal Branch. **Individuals in Bank:** Applicants for lease. **Retention and Disposal:** Land sales - seven years, then destroyed; land transfers to Ministry of Natural Resources - 20 years, then destroyed; federal/provincial agreements - 15 years, then transferred to archives.

Agricultural Tile Drainage - Loan Applicants

Location: Soil and Water Management Branch, Guelph Agricultural Centre. **Legal Authority:** Tile Drainage Act, R.S.O. 1980, c.500, s.4. **Information Maintained:** Name, address, contract number, details of loan agreement. **Uses:** Establish eligibility for loan. **Users:** Branch staff. **Individuals in Bank:** Owners of agricultural land. **Retention and Disposal:** Ten years, then destroyed.

Agricultural Tile Drainage Installation Act - Licences

Location: Soil and Water Management Branch, Guelph Agricultural Centre. **Legal Authority:** Agricultural Tile Drainage Installation Act, R.S.O. 1980, c.15, s.2. **Information Maintained:** Name, address, business name, license class, machinery operated by tile contracting businesses. **Uses:** Establish eligibility for licenses. **Users:** Branch staff. **Individuals in Bank:** Tile drainage contractors, operators of tile drainage machines. **Retention and Disposal:** Not determined.

AgriNorth Project Proposals

Location: Farm Assistance Programs Branch. **Legal Authority:** Orders in Council 1470/84, 1545/84, 1897/85, 123/87 and 421/87. **Information Maintained:** Name, address, application forms, claim forms, payment requisitions, project reports, correspondence. **Uses:** Evaluate application eligibility; check claims for eligible items; check reports against project proposals; create program status summaries. **Users:** Branch director, program manager, review committee, administrative staff. **Individuals in Bank:** Farmers or other applicants. **Retention and Disposal:** Not determined.

Animals for Research Act

Location: Animal Industry Branch, Guelph Agricultural Centre. **Legal Authority:** Animals for Research Act, R.S.O. 1980, c.22; R.R.O. 1980, Regulations 16, 17, 18 and 19. **Information Maintained:** Name, address, telephone number, operator's name. **Uses:** Regulate pounds, animal supply facilities and animal research facilities. **Users:** Operator, ministry animal care/regulatory program staff. **Individuals in Bank:** Applicants. **Retention and Disposal:** Five years, then destroyed.

Artificial Insemination Act

Location: Animal Industry Branch, Guelph Agriculture Centre. **Legal Authority:** Artificial Insemination Act, R.S.O. 1980, c.29, R.R.O. 1980, Regulation 66. **Information Maintained:** Name, address, telephone number, operator. **Uses:** Regulate artificial insemination business to ensure sale of quality semen. **Users:** Ministry animal care/regulatory program staff. **Individuals in Bank:** Applicants. **Retention and Disposal:** Five years, then transferred to archives.

Bear Damage to Livestock

Location: Farm Assistance Programs Branch. **Legal Authority:** Orders in Council 113/76, 1885/76, 2563/79 and 1935/80. **Information Maintained:** Name, address, application form, financial information (maintained by Financial Support Services), rejection correspondence. **Uses:** Determine eligibility under the program. **Users:** Branch director, program manager, administrative staff. **Individual in Bank:** Applicants. **Retention and Disposal:** Not determined.

Beginning Farmer Assistance Program (BFAP)

Location: Farm Assistance Programs Branch. **Legal Authority:** Orders in Council 2692/83, 3089/83, 217/84, 509/84 and 2037/87. **Information Maintained:** Name, address, enrolment number, telephone number, correspondence. Field office files may also contain farm business analysis statements and other statements of recommendations for business and production management. **Uses:** Evaluate eligibility for program. **Users:** Program managers, coordinators, review committee, branch director, branch administrative staff. **Individuals in Bank:** Applicants. **Retention and Disposal:** Not determined.

Bull Test Program

Location: Animal Industry Branch, Guelph Agriculture Centre. **Legal Authority:** Orders in Council 1806/70, 2056/73, 712/74, 2549/74, 1585/79, 1722/80. **Information Maintained:** Name, address, telephone number, bull identification and performance information, enrolment number. **Uses:** Report performance record to bull owner. **Users:** Program and field advisory staff, researchers and beef producers. **Individuals in Bank:** Applicants. **Retention and Disposal:** Not determined.

Canada - Ontario Livestock Drought Assistance Program

Location: Farm Assistance Programs Branch. **Legal Authority:** Order in Council 122/89. **Information Maintained:** Name, address, application form, audit reports, correspondence. **Uses:** Determine eligibility for program. **Users:** Branch director, program manager, branch administrative staff, access to Agriculture Canada and Crop Insurance. **Individuals in Bank:** Applicants. **Retention and Disposal:** Not determined.

Canadian Western Agribition Livestock Transportation Assistance Program

Location: Farm Assistance Programs Branch. **Legal Authority:** Orders in Council 2905/81, 2850/82 and 3482/83. **Information Maintained:** Name, address, application forms, financial information, rejection correspondence. **Uses:** Determine eligibility under the program. **Users:** Branch director, program manager, administrative staff. **Individuals in Bank:** Applicants. **Retention and Disposal:** Not determined.

Commercial Disaster Relief Fund, 1985

Location: Farm Assistance Programs Branch. **Legal Authority:** Order in Council 1916/85. **Information Maintained:** Application forms, financial data, name, address, telephone number, age, type of farm, enrolment number, amount of loans outstanding. **Uses:** Evaluate eligibility for and amount of grant. **Users:** Branch director, program manager, branch administrative staff. **Individuals in Bank:** Farmers applying for loans/grants. **Retention and Disposal:** Not determined.

Dog Licensing and Live Stock Act - Bear and Wolf Damage

Location: Farm Assistance Programs Branch. **Legal Authority:** Dog Licensing and Live Stock Act, R.S.O. 1980, c.123. **Information Maintained:** Name, address, application forms (maintained by Financial Support Services), financial information, rejection correspondence, appeals. **Uses:** Determine eligibility under the program. **Users:** Branch director, program manager, branch administrative staff. **Individuals in Bank:** Applicants. **Retention and Disposal:** Not determined.

Eastern Ontario Apple Tree Program

Location: Farm Assistance Programs Branch. **Legal Authority:** Orders in Council 2471/83 and 1467/84. **Information Maintained:** Name, address, application forms, invoices, correspondence, payment requests. **Uses:** Reference only, program terminated. **Users:** Branch director, program manager. **Individuals in Bank:** Applicants. **Retention and Disposal:** Not determined.

Farm Family Advisor Program - Client Referrals

Location: Agricultural Representatives Branch, Guelph Agricultural Centre. **Legal Authority:** Orders in Council 2710/85 and 821/87. **Information Maintained:** Name, address, telephone number, referral form, advisory agreement, releases, financial information, final reports. **Uses:** Maintain information and forms for each referral to the program's board of directors. **Users:** Branch director, program manager, program coordinator, program's board of directors, senior branch staff. **Individuals in Bank:** Farmers in financial difficulty requesting and referred to an advisor. **Retention and Disposal:** Not determined.

Farm Income Assistance Program (interest assistance and grains and oilseed)

Location: Farm Assistance Programs Branch. **Legal Authority:** Order in Council 1389/90. **Information Maintained:** Name, address, application form, financial information, reports, correspondence. **Uses:** Determine eligibility for the program. **Users:** Branch director, program manager, branch administrative staff. **Individuals in Bank:** Program applicants. **Retention and Disposal:** Not determined.

Farm Practices Protection

Location: Land Use Planning Branch. **Legal Authority:** Farm Practices Protection Act, S.O. 1988, c.62, s.5. **Information Maintained:** Name, address of complainant, nature of complaint and related farm operation information. **Uses:** Arrange hearing before the Farm Practices Protection Board. **Users:** Farm Practices Protection Board, administrative staff. **Individuals in Bank:** Applicants for hearings and related farm operators. **Retention and Disposal:** Not determined.

Farm Tax Rebate - Audit Unit

Location: Farm Assistance Programs Branch. **Legal Authority:** Orders in Council 1705/86 and 1982/87. **Information Maintained:** Name, address, Farm Tax Rebate application form, financial information, reports, correspondence, payment requests, income tax forms, financial statements, consent forms. **Uses:** Verify and/or evaluate eligibility for the rebate **Users:** Branch director, program manager, administration staff, Appeal Board members. **Individuals in Bank:** Applicants. **Retention and Disposal:** Not determined.

Farm Tax Rebate/Reduction Program

Location: Farm Assistance Programs Branch. **Legal Authority:** Ministry of Agriculture and Food Act, R.S.O. 1980, c.270, s.5; Orders in Council 1705/86 and 1982/87. **Information Maintained:** Name, address, assessment role number, assessed value, tax amount, acreage, commodity, dwellings, citizenship, pensioner and tax payment status for properties assessed as farms. **Uses:** Determine eligibility for property tax rebates. **Users:** Authorized ministry staff, Farm Tax Rebate Appeal Board. **Individuals in Bank:** Owners of property assessed as farms in Ontario. **Retention and Disposal:** Ten years, then destroyed.

Farm Tax Rebate/Reduction Program Appeal Files

Location: Farm Assistance Programs Branch. **Legal Authority:** Orders in Council 1705/86 and 1982/87. **Information Maintained:** Name, address, assessment role number, legal documents, correspondence, program payment history, tax invoices, notice of assessment, property information, assessment data confirmation. **Uses:** Evaluate appeals under the Farm Tax Rebate Program. **Users:** Branch director, program manager, secretary to the appeal board, members of the Farm Tax Rebate Program Appeal Board. **Individuals in Bank:** Individuals denied a farm tax rebate and appealing their cases. **Retention and Disposal:** Not determined.

Farmer Consultation Records

Location: County and district field offices. **Legal Authority:** Ministry of Agriculture and Food Act, R.S.O. 1980, c.270, s.5. **Information Maintained:** Name, address, names of family members, acres owned, acres rented, crops and livestock produced, value of assets and liabilities, net worth, farming objectives and personal goals, net income history and suggested procedures for obtaining the desired objectives. May also include soil test reports, feed analysis reports and business analysis reports. **Uses:** Provide farm management and estate planning advisory services. **Users:** Agricultural representative, advisory personnel in field office. **Individuals in Bank:** Farmers requesting advice. **Retention and Disposal:** Until farmer retires, then destroyed.

Farmers in Transition Program (FIT)/Re-Establishment Assistance Files

Location: Farm Assistance Programs Branch. **Legal Authority:** Orders in Council 2983/85 and 2963/86. **Information Maintained:** Name, address, telephone number, correspondence, financial statements, application forms, documents pertaining to wind-down of farm operation. **Uses:** Evaluate eligibility for a re- establishment grant, wage subsidy and job-search skills course. **Users:** Branch director, program manager, branch administrative staff. **Individuals in Bank:** Farmers (in transition) applying for a re-establishment grant, wage subsidy and/or course. **Retention and Disposal:** Not determined.

4-H Members and Leaders

Location: County and district field offices. **Legal Authority:** Ministry of Agriculture and Food Act, R.S.O. 1980, c.270, s.5 **Information Maintained:** Members' names, addresses, telephone numbers, dates of birth, sex, parents' names, projects completed, awards received. Leaders' names, addresses, telephone numbers, projects led, awards received. **Uses:** Record 4-H members and leaders in each county/district; select awards/conference recipients; monitor 4-H enrolment; mailing list. **Users:** Rural organizations specialists, field office administrative staff. **Individuals in Bank:** Individuals enrolled as members or leaders. **Retention and Disposal:** Permanent in agriculture offices.

Grape Conversion Assistance Program

Location: Farm Assistance Programs Branch. **Legal Authority:** Orders in Council 1889/76 and 1002/76. **Information Maintained:** Name, address, financial data, production information. **Uses:** Determine eligibility for the program. **Users:** Branch director, program manager, branch administrative staff. **Individuals in Bank:** Applicants. **Retention and Disposal:** Five years, then transferred to archives.

Greenhouse Growers' Storm Damage Assistance Program

Location: Farm Assistance Programs Branch. **Legal Authority:** Order in Council 1685/78. **Information Maintained:** Name, address, application form and production data. **Uses:** Evaluate eligibility for the program. **Users:** Branch director, program manager, branch administrative staff. **Individuals in Bank:** Applicants. **Retention and Disposal:** Five years, then transferred to archives.

Hailstorm Assistance Program

Location: Farm Assistance Programs Branch. **Legal Authority:** Orders in Council 2470/85 (Essex) and 2469/85 (Timiskaming). **Information Maintained:** Name, address, application forms, financial data, telephone number. **Uses:** Decide eligibility for grant assistance for damage caused by hailstorms in Essex County on May 30, 1985, and Timiskaming District on July 21, 1986. **Users:** Branch director, program manager, administrative staff. **Individuals in Bank:** Farmers affected by the above-mentioned hailstorms. **Retention and Disposal:** Not determined.

Hunter Damage Compensation Act

Location: Farm Assistance Programs Branch. **Legal Authority:** Hunter Damage Compensation Act, R.S.O. 1980, c.211. **Information Maintained:** Name, address, application forms (maintained by Financial And Support Services), financial information, rejection correspondence. **Uses:** Determine eligibility under the program. **Users:** Branch director, program manager, administrative staff. **Individuals in Bank:** Applicants. **Retention and Disposal:** Not determined.

Industrial Milk Production Incentive Program

Location: Farm Assistance Programs Branch. **Legal Authority:** Orders in Council 1834/72, 1658/73, 2337/74, 1805/76 and 2368/76. **Information Maintained:** Name, address, application form, production data, and financial information. **Uses:** Record grants made under program. Bank no longer in use, awaiting transfer to archives. **Users:** Branch director, program manager, administrative staff. **Individuals in Bank:** Applicants. **Retention and Disposal:** Five years, then transferred to archives.

Junior Farmer Loan Program

Location: Farm Assistance Programs Branch. **Legal Authority:** Junior Farmer Establishment Loan Corporation Act, R.S.O. 1980, c.225. **Information Maintained:** Name, address, telephone number, financial data, application forms, billing notices, general correspondence. **Uses:** Evaluate requests for partial discharge or assumption; reference original application; file billing notices. **Users:** Branch director, program manager, administrative staff and Legal Branch. **Individuals in Bank:** Applicants. **Retention and Disposal:** Three years, then destroyed.

Land Stewardship Program

Location: Soil and Water Management Branch, Guelph Agriculture Centre. **Legal Authority:** Order in Council 2035/87. **Information Maintained:** Name, address, telephone number, location, enrolment number, grant request date, project data, payment data. **Uses:** Determine eligibility for and amount of grant. **Users:** Program and Branch administrative staff. **Individuals in Bank:** Applicants. **Retention and Disposal:** Not determined.

Live Stock Branding Act

Location: Animal Industry Branch, Guelph Agriculture Centre. **Legal Authority:** Live Stock Branding Act, R.S.O. 1980, c.246; R.R.O. 1980, Reg. 585. **Information Maintained:** Name, address, telephone number, location, brand symbol, position on body, cattle and/or horses. **Uses:** Regulate brands used to identify live stock. **Users:** Animal Care and Regulatory Program staff. **Individuals in Bank:** Applicants. **Retention and Disposal:** Five years, then transferred to archives.

Live Stock Medicines Act

Location: Animal Industry Branch, Guelph Agriculture Centre. **Legal Authority:** Live Stock Medicines Act, R.S.O. 1980, c.248; R.R.O. 1980, Regulation 587. **Information Maintained:** Name, address, telephone number, operator. **Uses:** Regulate sale of some live stock medicines. **Users:** Ministry animal care/regulatory program staff. **Individuals in Bank:** Applicants. **Retention and Disposal:** Five years, then transferred to archives.

Non-Resident Agricultural Land Interests Registration

Location: Foodland Preservation Branch. **Legal Authority:** Non- Resident Agricultural Land Act, R.S.O. 1980, c.318, s.2. **Information Maintained:** Name, address, property location, shareholders, acreage. **Uses:** Maintain a register of non- resident agricultural land interests. **Users:** Branch director, inspectors and administrative staff. **Individuals in Bank:** Non- resident owners of agricultural land in Ontario. **Retention and Disposal:** Not determined.

Northern Ontario Livestock Purchasing Assistance Program

Location: Farm Assistance Programs Branch. **Legal Authority:** Orders in Council 1585/71, 1180/73, 360/75, 1161/76, 1587/79, 1263/81, 1934/182, 1081/83 and 2030/83. **Information Maintained:** Name, address, application form, financial information, rejection correspondence. **Uses:** Determine eligibility under the program. **Users:** Branch director, program manager, administrative staff. **Individuals in Bank:** Applicants. **Retention and Disposal:** Not determined.

Northern Ontario Livestock Transportation Assistance Policy

Location: Farm Assistance Programs Branch. **Legal Authority:** Orders in Council 2066/64, 1526/71, 2530/74, 1059/75, 1506/76, 1588/79, 1262/81, I933/82 and I082/83. **Information Maintained:** Name, address, application form, financial information, rejection correspondence. **Uses:** Determine the eligibility under the program. **User:** Branch director, program manager, administrative staff. **Individuals in Bank:** Applicants. **Retention and Disposal:** Not determined.

Ontario Agricultural Exchange Program (OAEP) - Foreign Exchange Workers to Ontario, 1985-1988

Location: Rural Organizations and Services Branch, Guelph Agriculture Centre. **Legal Authority:** Ministry of Agriculture and Food Act, R.S.O. 1980, c.270, s.5. **Information Maintained:** Name, address, country, education, driver's license number, age, sex, letters of reference, Social Insurance Number, marital status, passport number, languages spoken, employment history. **Uses:** Matched applicants with host farmers in Ontario. **Users:** Program coordinator. Select information to host farmer, insurance company, Canada Employment and Immigration Commission and Department of External Affairs. **Individuals in Bank:** Applicants. **Retention and Disposal:** Two years, then destroyed.

Ontario Agricultural Exchange Program (OAEP) - Ontario Exchange Workers to Foreign Countries, 1985-1988

Location: Rural Organizations and Services Branch, Guelph Agriculture Centre. **Legal Authority:** Ministry of Agriculture and Food Act, R.S.O. 1980, c.270, s.5. **Information Maintained:** Name, address, education, driver's license number, age, sex, letters of reference, Social Insurance Number, marital status, passport number, languages spoken, employment history, country of application. **Uses:** Determined eligibility to participate in program. **Users:** Program coordinator, foreign equivalent, foreign host farmer, consulates of host countries and respective Canadian embassies. **Individuals in Bank:** Applicants. **Retention and Disposal:** Two years, then destroyed.

Ontario Agricultural Exchange Program (OAEP) - Ontario Host Farmers, 1985-1989

Location: Rural Organizations and Services Branch, Guelph Agriculture Centre. **Legal Authority:** Ministry of Agriculture and Food Act, R.S.O. 1980, c.270, s.5. **Information Maintained:** Name, address, county, farm location, type of enterprise, size of operation, family member names and ages, telephone number, evaluation as host farmer, number of employees. **Uses:** Determined eligibility to be host farmer; matched host with exchange workers. **Users:** Program coordinator, foreign equivalent, insurance company, Canada Employment and Immigration Commission and Department of External Affairs, Canadian embassies in host countries. **Individuals in Bank:** Applicants. **Retention and Disposal:** Two years, then destroyed.

Ontario Asparagus Production Incentive Program

Location: Plant Industry Branch, Guelph Agriculture Centre. **Legal Authority:** Order in Council 1843/81. Program ended March 31, 1988. **Information Maintained:** Name, address, number of acres planted, number of acres approved, amount of grant approved and paid, crop inspection reports. **Uses:** Determine eligibility for and amount of grant. **Users:** Inspectors, program administrators. **Individuals in Bank:** Applicants. **Retention and Disposal:** Not determined.

Ontario Beef Calf Loan Program

Location: Farm Assistance Programs Branch. **Legal Authority:** Order in Council 80/81. **Information Maintained:** Name, address, application form and financial data. **Uses:** Evaluate eligibility for the program. **Users:** Branch director, program manager, administrative staff. **Individuals in Bank:** Applicants. **Retention and Disposal:** Five years, then transferred to archives.

Ontario Clingstone Peach Tree Planting Assistance Program

Location: Plant Industry Branch, Guelph Agriculture Centre. **Legal Authority:** Order in Council 1581/85. **Information Maintained:** Name, address, number of trees planted by variety, amount of grant approved and paid. **Uses:** Determine eligibility for grant; catalogue accumulated expenditures. **Users:** Branch staff. **Individuals in Bank:** Applicants. **Retention and Disposal:** Not determined.

Ontario Crop Disaster Program

Location: Farm Assistance Programs Branch. **Legal Authority:** Order in Council 2838/89. **Information Maintained:** Name, address, application form, reports, correspondence, grant paid. **Uses:** Determine eligibility for the program. **Users:** Branch director, program manager, branch administrative staff, Crop Insurance staff. **Individuals in Bank:** Applicants. **Retention and Disposal:** Not Determined.

Ontario Family Farm Interest Rate Reduction Program (OFFIRR)

Location: Farm Assistance Programs Branch. **Legal Authority:** Orders in Council 1915/85, 70/86, 2142/86, 2580/86, 3023/86 and 2036/87. **Information Maintained:** Name, address, telephone number, financial statements, income tax returns, correspondence. **Uses:** Evaluate eligibility for assistance; cross-reference with applications for other branch assistance programs; evaluate appeals. **Users:** Branch director, program management, appeal board members, branch administrative staff. **Individuals in Bank:** Applicants. **Retention and Disposal:** Not determined.

Ontario Farm Adjustment Assistance Program (OFAAP)/Farm Operating Credit Assistance Program (FOCAP)/Operating Loan Guarantee Program (OLGP)

Location: Farm Assistance Programs Branch. **Legal Authority:** Orders in Council 215/82 (originating), 585/82, 865/82, 218/83, 219/83, 3091/83, 3092/83, 3449/83, 3450/83, 1814/84, 511/85, 96/86 and 2827/87. **Information Maintained:** Name, address, telephone number, age, applications, financial information, lender/case committee reports, assets and liabilities, farm type, size of farm, enrolment number. **Uses:** Evaluate eligibility for grants (interest reduction) and loan guarantees. **Users:** Branch director, program manager, branch administrative staff. **Individuals in Bank:** Farmers applying for grants and/or loan guarantees; farmers withdrawing applications. **Retention and Disposal:** Seven years, then destroyed.

Ontario Farm Management Analysis Project

Location: Agricultural Representatives Branch, Guelph Agriculture Centre. **Legal Authority:** Agricultural Representatives Act, R.S.O. 1980, c.12, s.2. **Information Maintained:** Name, address, acres farmed, business analysis report, value of assets and liabilities, production levels, performance factors. **Uses:** Summarize, analyze and compare farm business results for farm management and business improvement. **Users:** Branch advisory staff and farm management record systems analyst. **Individuals in Bank:** Producers who submit records for analysis. **Retention and Disposal:** Not determined.

Ontario Farm-Start

Location: Farm Assistance Programs Branch. **Legal Authority:** Orders in Council 2034/87 and 2870/87. **Information Maintained:** Name, address, telephone number, enrolment number, education, work experience, personal and farm business balance sheet and correspondence. Field offices may maintain farm business analysis statements and other statements of recommendations for business and production management. **Uses:** Evaluate eligibility for program. **Users:** Program managers, coordinators, review committee, branch director and administrative staff. **Individuals in Bank:** Applicants. **Retention and Disposal:** Not determined.

Ontario Greenhouse Energy Efficiency Incentive Program, 1983-1985

Location: Energy Centre, Plant Industry Branch, Guelph Agriculture Centre. **Legal Authority:** Orders in Council 557/83 and 1980/85. **Information Maintained:** Name, address, gross income, cost of project, eligible costs, amount of grant approved and paid. **Uses:** Determine eligibility for and amount of grant; record accumulation of grants paid up to the maximum allowed. **Users:** Program administrators, inspectors. **Individuals in Bank:** Applicants. **Retention and Disposal:** Not determined.

Ontario Pork Industry Improvement Plan

Location: Animal Industry Branch, Guelph Agriculture Centre. **Legal Authority:** Orders in Council 1707/86, 243/87, 891/87, 2385/87. **Information Maintained:** Name, address, telephone number, enrolment number, livestock data, payment data. **Uses:** Determine eligibility for and amount of grant. **Users:** Branch director, program manager, branch administrative staff. **Individuals in Bank:** Applicants. **Retention and Disposal:** Not determined.

Ontario Soil Conservation and Environmental Protection Assistance Program (OSCEPAP)

Location: Soil and Water Management Branch, Guelph Agriculture Centre. **Legal Authority:** Orders in Council 680/83 and 167/86. **Information Maintained:** Name, enrolment number, address, telephone number, grant request date, project data, payment data. **Uses:** Determine eligibility for and amount of grant. **Users:** Program staff, branch administrative staff. **Individuals in Bank:** Applicants. **Retention and Disposal:** Not determined.

Ontario Swine Herd Health Policy

Location: Animal Industry Branch, Guelph Agriculture Centre. **Legal Authority:** Order in Council 2341/82. **Information Maintained:** Name, address, telephone number, herd health data. **Uses:** Determine herd health status. **Users:** Ministry/health consultants, pork producers. **Individuals in Bank:** Applicants. **Retention and Disposal:** Not determined.

Ontario Young Farmer Credit Program (OYFCP)

Location: Farm Assistance Programs Branch. **Legal Authority:** Orders in Council 1559/75 and 1950/75. **Information Maintained:** Name, address, application form, financial information, correspondence, committee reports. **Uses:** Determine eligibility for the program; monitor progress of the farm operation. **Users:** Branch director, program manager, branch administrative staff. **Individuals in Bank:** Applicants. **Retention and Disposal:** Five years, then transferred to archives.

Poultry Shows Assistance Program

Location: Farm Assistance Programs Branch. **Legal Authority:** Order in Council 201/294. **Information Maintained:** Name, address, application form, financial information, rejection correspondence. **Uses:** Determine eligibility under the program. **Users:** Branch director, program manager, branch administrative staff. **Individuals in Bank:** Applicants. **Retention and Disposal:** Not determined.

Purebred Beef Cattle Sales Assistance Program

Location: Farm Assistance Programs Branch. **Legal Authority:** Orders in Council 2517/66, 3710/67 and 2898/74. **Information Maintained:** Name, address, application form, financial information, rejection correspondence. **Uses:** Determine eligibility under the program. **Users:** Branch director, program manager, branch administrative staff. **Individuals in Bank:** Applicants. **Retention and Disposal:** Not determined.

Purebred Dairy Cattle Sales Assistance Program

Location: Farm Assistance Programs Branch. **Legal Authority:** Orders in Council 2516/66, 2895/74 and 18/75. **Information Maintained:** Name, address, application form, financial information, rejection correspondence. **Uses:** Determine eligibility for the program. **Users:** Branch director, program manager, branch administrative staff. **Individuals in Bank:** Applicants. **Retention and Disposal:** Not determined.

Purebred Sheep Sales Assistance Program

Location: Farm Assistance Programs Branch. **Legal Authority:** Order in Council 1100/64. **Information Maintained:** Name, address, application form, financial information, rejection correspondence. **Uses:** Determine eligibility for the program. **Users:** Branch director, program manager, branch administration. **Individuals in Bank:** Applicants. **Retention and Disposal:** Not determined.

Rabies Indemnification Program

Location: Farm Assistance Programs Branch. **Legal Authority:** Provincial Orders in Council 3456/66, 1236/74 and 621/81; federal Orders in Council 1966-1302 (Rabies Indemnification Registration), 1974-337 and 1981-370. **Information Maintained:** Name, address, application form, financial information, rejection correspondence. **Uses:** Determine eligibility under the program. **Users:** Branch director, Agriculture Canada, program manager, administrative staff. **Individuals in Bank:** Applicants. **Retention and Disposal:** Not determined.

Ram Test Program

Location: Animal Industry Branch, Guelph Agriculture Centre. **Legal Authority:** Order in Council 1019/83. **Information Maintained:** Name, address, telephone number, ram identification and performance information, record of performance number. **Uses:** Report performance record to ram owners. **Users:** Program staff, advisory staff in field offices and sheep producers. **Individuals in Bank:** Applicants. **Retention and Disposal:** Not determined.

Raven Damage to Livestock

Location: Farm Assistance Programs Branch. **Legal Authority:** Ministry of Agriculture and Food Act, R.S.O. 1980, c.270, s.5. **Information Maintained:** Name, address, application form, financial information, rejection, correspondence. **Uses:** Determine eligibility under the program. **Users:** Branch director, program manager, administrative staff. **Individuals in Bank:** Applicants. **Retention and Disposal:** Not determined.

Red Meat Plan, 1984-1989

Location: Animal Industry Branch, Guelph Agriculture Centre. **Legal Authority:** Orders in Council 2704/84, 2705/84 and 2706/84. **Information Maintained:** Name, enrolment number, address, telephone number, livestock data, payment data. **Uses:** Determine eligibility for and amount of grant. **Users:** Branch director, program manager, branch administrative staff. **Individuals in Bank:** Applicants. **Retention and Disposal:** Complete retention in archives.

Riding Horse Establishments Act

Location: Animal Industry Branch, Guelph Agriculture Centre. **Legal Authority:** Riding Horse Establishments Act, R.S.O. 1980, c.455; R.R.O. 1980, Regulation 905. **Information Maintained:** Name, address, telephone number, operator. **Uses:** Regulate riding horse establishments. **Users:** Ministry animal care/regulatory staff. **Individuals in Bank:** Applicants. **Retention and Disposal:** Five years plus current, then transferred to archives.

Seasonal Housing Assistance Program

Location: Farm Assistance Programs Branch. **Legal Authority:** Orders in Council 3568/75, 1264/81, 873/84, 967/87. **Information Maintained:** Name, address, applications, financial data, invoices, receipts and blueprints. **Uses:** Evaluate eligibility for assistance. **Users:** Branch director, program manager, branch administrative staff. **Individuals in Bank:** Applicants. **Retention and Disposal:** Not determined.

Sheep and Bull Indemnity Program

Location: Farm Assistance Program Branch. **Legal Authority:** Orders in Council 2025/79 and 1309/80. **Information Maintained:** Name, address, payment information. Guelph Animal Industry Branch processes the application. **Uses:** Determine eligibility under the program. **Users:** Branch director, program manager, branch administrative staff. **Individuals in Bank:** Applicants. **Retention and Disposal:** Not determined.

Sheep Record of Performance Program

Location: Animal Industry Branch, Guelph Agriculture Centre. **Legal Authority:** Order in Council 1019/83. **Information Maintained:** Name, address, telephone number, animal identification and performance information, record of performance number. **Uses:** Report performance record to sheep owners. **Users:** Program and advisory staff. **Individuals in Bank:** Applicants. **Retention and Disposal:** Three years at source, then transferred to archives.

Special Livestock Shows Assistance Program

Location: Farm Assistance Programs Branch. **Legal Counsel:** Order in Council 1586/79. **Information Maintained:** Name, address, application form, financial information, rejection correspondence. **Uses:** Determine eligibility under the program. **Users:** Branch director, program manager, administrative staff. **Individuals in Bank:** Applicants. **Retention and Disposal:** Not determined.

Swine Record of Performance Program

Location: Animal Industry Branch, Guelph Agriculture Centre. **Legal Authority:** Orders in Council 2293/78, 383/81. **Information Maintained:** Name, address, telephone number, animal identification and performance information, record of performance number. **Uses:** Report performance record to swine owners. **Users:** Program and field advisory staff and pork producers. **Individuals in Bank:** Applicants. **Retention and Disposal:** Three years at source, then transferred to archives.

Swine Sales Assistance Policy

Location: Farm Assistance Programs Branch. **Legal Authority:** Orders in Council 3793/60, 1101/64, 2551/67 and 339/70. **Information Maintained:** Name, address, application form, financial information, rejection correspondence. **Uses:** Determine eligibility under the program. **Users:** Branch director, programs manager, branch administrative staff. **Individuals in Bank:** Applicants. **Retention and Disposal:** Not determined.

Tornado Disaster Assistance Program (1979)

Location: Farm Assistance Programs Branch. **Legal Authority:** Order in Council 2446/79. **Information Maintained:** Name, address, application form, financial data and production information. **Uses:** Determine eligibility for the program. **Users:** Branch director, program manager, branch administrative staff. **Individuals in Bank:** Applicants. **Retention and Disposal:** Five years, then transferred to archives.

Transportation of Livestock Exhibits Assistance Program

Location: Farm Assistance Programs Branch. **Legal Authority:** Orders in Council 3239/58, 2040/66, 345/75, 2464/75 and 3116/77. **Information Maintained:** Name, address, application forms, financial information, rejection correspondence. **Uses:** Determine the eligibility under the program. **Users:** Branch director, program manager, administrative staff. **Individuals in Bank:** Applicants. **Retention and Disposal:** Not determined.

Communications Branch

Communications Branch provides a complete communications service to the ministry by planning, promoting, and explaining policies, programs and activities, and by preparing materials suited to various client needs.

General Classes or Types of Records

Contain information on all aspects of agriculture. Include print materials, photographs, audiotapes, videotapes, 35mm film, and exhibit displays.

Communications Research/Recommendations
Corporate Publications
Film Library
Photo Library
Special Events

Personal Information Banks

None

Crop Insurance and Stabilization Branch

This branch administers plans of crop insurance under the Crop Insurance Act (Ontario), 1990, and plans of farm income stabilization, including the Farm Income Stabilization Act, 1990.

General Classes or Types of Records

Contain information on crop insurance plans.

Agents/Adjustors - Crop Insurance
Crop Insurance Plans
Interprovincial Financial Assistance Programs
National Tripartite Program for Hogs, Cow-Calf, Feeder Calves, Slaughter Cattle, Lambs, Apples, Edible Beans, Honey and Onions Stabilization Plans

Manuals

Crop Insurance Agent's Manual
National Tripartite Stabilization Program Manual
Stabilization Handbook

Personal Information Banks

Contain information on idividuals applying for crop insurance or income stabilization programs.

Crop Insurance Contracts - Coverage and Disputes

Location: Crop Insurance and Stabilization Branch. **Legal Authority:** Crop Insurance Act, R.S.O. 1980, c.104, s.5. **Information Maintained:** Contract number, name, address, telephone number, yields harvested, acres grown, agents' and adjusters' evaluations and comments, crop loss information, arbitration board decisions, coverage earned, correspondence to and from insureds. **Uses:** Decide on current coverage; pay claims. **Users:** Branch staff, area managers. Select information to agents, adjusters, commission members, arbitration board members. **Individuals in Bank:** Applicants for crop insurance. **Retention and Disposal:** Permanent.

Farm Income Stabilization Program

Location: Crop Insurance and Stabilization Branch. **Legal Authority:** Farm Income Stabilization Act, R.S.O. 1980, c.153. **Information Maintained:** Name, address, telephone number, stabilization number, Social Insurance Number, details of commodities applied for, field audit reports, correspondence, sales reports for commodities, commission decisions. **Uses:** Decide eligibility for stabilization programs. **Users:** Branch staff, adjusters. **Individuals in Bank:** Applicants. **Retention and Disposal:** Not determined.

Tripartite Income Stabilization Program (TRIP)

Location: Crop Insurance and Stabilization Branch. **Legal Authority:** Federal/provincial agreement; Farm Income Stabilization Act, R.S.O. 1980, c.153, s.16. **Information Maintained:** Name, address, enrolment number, purchase/sales, data by commodity, financial information, payments. **Uses:** Decide eligibility for programs. **Users:** Branch personnel, adjustors. **Individuals in Bank:** Applicants. **Retention and Disposal:** Not determined.

Education and Research

Education and Research provides education and research opportunities to strengthen the agricultural and food industry in Ontario. The division includes the Ontario Agricultural Museum, Horticultural Research Institute of Ontario and five colleges of agricultural technology: Alfred College; Centralia College, Kemptville College, New Liskeard College and Ridgetown College.

General Classes or Types of Records

Contain background, factual and instructional materials related to education and research.

Agricultural Research
Horticultural Research Institute of Ontario Reports
Ontario Agricultural Museum Exhibits
Ontario Crop Introduction and Expansion Program Reports
Wine Evaluation

Manuals

Contain reference information on pesticide safe handling procedures for producers in the Grower Pesticide Safety Course or vendors in the Pesticide Vendor Certification Course.

Pesticide Safety Course Manual
Pesticide Vendor Certification Course Manual

Personal Information Banks

Contain information on college and course applicants and on growers submitting leaf samples for analysis.

Colleges of Agricultural Technology - Admissions

Location: Admissions office in each college of agriculture. **Legal Authority:** Ministry of Agriculture and Food Act, R.S.O. 1980, c.270, s.5. **Information Maintained:** Name, address, age, sex, education, marks, disciplinary problems, medical background, names of parents, Ontario Student Assistance Program participants. **Uses:** Record academic standing; plan future academic programs. **Users:** College administrative staff. Teachers have access to their own students records. **Individuals in Bank:** Students. **Retention and Disposal:** Seven years, then transferred to archives.

Leaf Analysis

Location: Horticulture Research Institute of Ontario (HRIO). **Legal Authority:** Ministry of Agriculture and Food Act, R.S.O. 1980, c.270, s.5. **Information Maintained:** Grower name, address, telephone number, characteristics of sample, management practices, test results, recommendation. **Uses:** Record results of tests performed on leaf samples submitted for analysis; make recommendations. **Users:** HRIO analyst, advisory personnel. **Individuals in Bank:** Growers submitting samples for analysis. **Retention and Disposal:** Not determined.

Ontario Pesticide Education Programme

Location: Ridgetown College of Agricultural Technology. **Legal Authority:** Ministry of Agriculture and Food Act, R.S.O. 1980, c.270, s.5. **Information Maintained:** For the Grower Pesticide Safety Course - name, address, telephone number, farm type, secondary type, crops grown, examination date, examination mark, where examination was taken, examination retry (if failed); For the Pesticide Vendor Certification Course - name, address, telephone number, company name, address and telephone number, gender, course date, course mark, fail or pass, examination retry (if failed). In future, Ministry of the Environment licence number will also be kept. **Uses:** Record certification status of agricultural producers and pesticide vendors; distribute update information to pesticide safety course participants. **Users:** College administration staff, Ministry of the Environment. **Individuals in Bank:** Course participants. **Retention and Disposal:** Permanent.

Finance and Administration

Finance and Administration supports ministry operations and ensures compliance with ministry and government financial, administrative and human resources policies by providing financial planning, information and systems management, human resources and audit services for all branches. It is Comprised of five branches: Audit Services; Financial and

Support Services; Guelph Development Project; Human Resources; and Management Systems.

General Classes or Types of Records

Contain general administration records as described in Chapter II of this directory.

Internship Program

Manuals

Contain policies and procedures for the ministry and current information on the move to Guelph.

Administrative Policy Manual
Guelph Development Project
OMAF Human Resources Policies and Procedures

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Career Planning/Training
Central Attendance Recording System (CARS)
Employment Application Inventory
Employment Equity Program
Freedom of Information and Protection of Privacy Act Requests
General Employment History and Payroll Information
Grievances and Applications
Identity/Employee Card
Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)
Job Competitions
Library Users Lists
Medical Information (Personnel)
Ombudsman/Human Rights Commission
Performance Management
Travel/Expense Accounts
Workers' Compensation

Also contain information on staff training and development and the internship program for new employees.

Applicants to Ministry Programs - Central Registry

Location: Management Systems Branch. **Legal Authority:** Ministry of Agriculture and Food Act, R.S.O. 1980, c.270, s.5. **Information Maintained:** Name, address, telephone number, record of applications to programs, enrolment numbers. **Uses:** Produce a database for new programs; cross-reference applicants between programs. **Users:** Staff responsible for administering various programs. **Individuals in Bank:** Applicants to ministry programs. **Retention and Disposal:** Not determined.

Internship Program for New Employees

Location: Human Resources Branch. **Legal Authority:** Public Service Act, R.S.O. 1980, c.418, s.4(c), s.6(1) and s.24; R.R.O. 1980, Reg. 881, s.2, s.16(2). **Information Maintained:** Background of program, original training plan, name, address, date of birth, education, work history. **Uses:** Resumes used in the staffing process. **Users:** Human resource advisors, managers and director, directors/managers of specific branches. **Individuals in Bank:** Candidates applying for internship programs. **Retention and Disposal:** Two years, then destroyed.

Staff Training and Development

Location: Human Resources Branch. **Legal Authority:** Public Service Act, R.S.O. 1980, c.418, s.4(f); R.R.O. 1980, Reg. 881, s.22. **Information Maintained:** Employee name, requests for staff development forms, authorization for staff development forms, nomination forms for educational programs, course/degree/diploma certificates, degrees and transcripts, requests/approvals for educational leaves of absence, agreements on conditions of accepting repayable awards, instructors' contracts. **Uses:** Record employees' training and development. **Users:** Human Resources director, manager and advisors, staff development specialist, payroll supervisor and payroll/accounts staff. **Individuals in Bank:** Ministry employees. **Retention and Disposal:** Six years, then transferred to archives.

Food Industry

Food Industry is responsible for ensuring the implementation of the long-term Food Processing Development Strategy. It serves as the window on government for the food industry including processors, retailers and food service and is responsible for expanding Ontario food and agricultural sales in export and domestic markets and providing support to the food processing industry through technology transfer, joint ventures and investor attraction. It is comprised of two branches: Food Industry Competitiveness and Market Development.

General Classes or Types of Records

Contain background information and planning documents related to marketing plans and the food industry.

Advertising Strategy
Distribution and Consumption of Products
Exhibits, Fairs, Trade Shows
Foodland Ontario Promotional Campaign
Food Processing Industry (product import/export data)
Food Processing Plants (loan/grant applicants)
Food Processing Technology (marketing perspective)
International Trade Regulations on Processed Food
Market Assembly, Shipping, Transportation
Market Assistance Program for Pork
Market Development and Promotions
Market Research and Statistics
Small Food Processor Assistance Program
Trade Missions

Personal Information Banks

None.

Legal Services Branch

The branch counsels on legal matters including the interpretation of statutes and regulations. It prepares and reviews proposed legislation, regulations and other legal documents, and supplies general legal services to the ministry.

General Classes or Types of Records

Contain copies of all legislation and supporting documentation affecting the ministry. Where legal counsel is provided to another branch, the original documents generated by Legal

Services are maintained in the program file within the appropriate branch of the ministry. Legal Services retains copies of its recommendations for reference purposes.

Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

Litigation Files

Policy and Program Development

Policy and Program Development coordinates the development of programs and policy and provides economic, statistical and policy analysis to all segments of the ministry and industry. It includes two branches: Policy Analysis and Policy and Program Coordination.

General Classes or Types of Records

Contain research papers, aggregate statistics, analyses, and recommendations on various segments of the agricultural industry.

Agriculture Economics
Agricultural Statistics
Agricultural Trade Update
Commodity Reports
Economic/Market Outlook
Farm Demographics
Farm Policy Analyses
Food and Beverage Processing
Policy Research Recommendations
Processing, Distribution and Retailing Notes (PDR Notes)
Production Economics
Trade Policy Analyses

Personal Information Banks

Contain names and addresses of fruit and vegetable growers. Used to perform surveys according to Statistics Canada regulations.

Ontario Fruit and Vegetable Growers' List

Location: Economics and Policy Coordination Branch. **Legal Authority:** Statistics Canada Act, S.C. 1970-71-72, c.15. **Information Maintained:** Name, address, telephone number, specific fruits and vegetables produced. **Uses:** Select growers in specific sectors of agriculture to survey. **Users:** Branch statisticians, system specialist. **Individuals in Bank:** Commercial fruit and vegetable growers. **Retention and Disposal:** Until grower retires, then destroyed.

Quality and Standards

Quality and Standards ensures the wholesomeness of food products through laboratory analysis and regular inspection of farms and food processing plants. It maintains quality assurance through the enforcement of grade standards and protects the financial interests of producers through financial protection programs. It provides laboratory testing and animal diagnostic services and is comprised of five branches: Agriculture and Food Laboratory Services; Dairy Inspection; Fruit and Vegetable Inspection; Livestock Inspection; and Veterinary Laboratory Services.

General Classes or Types of Records

Contain federal and provincial safety , quality, and financial protection standards, inspection reports, licensing requirements.

Apiaries
Central Milk Testing Laboratory Reports
Cream Quality Program
Crop Survey of Bradford Marsh Area
Dairy Industry
Dead Animal Disposal
Edible Oil, Oleomargarine Products
Fruit and Vegetable Quality Improvement Program
Fruit and Vegetable Industry
Fur Farms (licensing statistics)
Hatchery Supply Flock Policy
Investigation Reports
Judging, Scoring Products
Laboratory Services
Livestock Community Sales
Livestock Industry
Maple, Honey Products
Nurseries
Ontario Storage and Packing Assistance Program (OSPAP)
Packaging
Physical Plant Standards
Processing Quality Control
Storage Quality Control
Technical Courses (Quality Control)
Veterinary Designated Area Assistance Policy
Veterinary Laboratory Services

Manuals

Contain factual and instructional material. Issued to program staff and inspectors to encourage a consistent and equitable method of evaluating farm practices and products.

Dairy Inspection - Field Manual and Directives
Financial Protection Unit - Information Manual
Fruit and Vegetable Inspection - Directives
Fruit and Vegetable Inspection - Grade Standards and Packing Manuals (apple, asparagus, beet, cabbage, cauliflower, cherry, Christmas tree field rhubarb, field tomato, forced rhubarb, grape, greenhouse cucumber, greenhouse tomato, head lettuce, onion, parsnip, peach, pear, plums, potato, raspberry, rutabaga, strawberry, sweet corn)
Fruit and Vegetable Inspection - Processing Grading Program Manuals (asparagus, sour cherry, tomato, wine grape)
Fruit and Vegetable Inspector's Procedure Manual
Meat Inspection Procedures Manual
Milk Industry - Field Manual
Milk Utilization - Audit Manual

Personal Information Banks

Contain information relating to license status and inspection reports on individuals and facilities involved in growing and processing agricultural products.

Abandoned Orchards

Location: Fruit and Vegetable Inspection Branch. **Legal Authority:** Abandoned Orchards Act, R.S.O. 1980, c.1.

Information Maintained: Complainants' and defendants' names, addresses, telephone numbers, location of problem orchard, inspection reports, notices, request for hearings, hearing decision, affidavits. **Uses:** Determine whether or not a property is an abandoned orchard in order to take proper action to clean it up. **Users:** Provincial entomologist, program manager, director, supervisor, inspector. **Individuals in Bank:** Individuals submitting applications for action under the act and those named as landowners of the problem orchard. **Retention and Disposal:** Not determined.

Bee Inspectors

Location: Provincial Apiarist, Fruit and Vegetable Inspection Branch. **Legal Authority:** Bees Act, R.S.O. 1980, c.42. **Information Maintained:** Name, inspector number, address, correspondence, payroll information, telephone number, Social Insurance Number. **Uses:** Conduct payroll; provide lists of bee inspectors; provide names to public as regional contacts. **Users:** Provincial apiarist, director, secretaries. Restricted access to beekeepers, Personnel and Accounts Branch. Public access to names, telephone numbers, addresses and territories of bee inspectors. **Individuals in Bank:** Individuals employed as bee inspectors by the ministry. **Retention and Disposal:** Not determined.

Beef Cattle Dealers' Financial Information

Location: Financial Protection Unit. **Legal Authority:** O. Reg. 367/82 under the Live Stock and Live Stock Products Act, R.S.O. 1980, c.245, s.4(1), s.5. **Information Maintained:** Name, file reference, address, telephone number, license status, financial information (assets, liabilities, net worth, income, expense details), dates of correspondence, financial security type, amount, expiry date (if provided), volume of purchases, business details. **Uses:** Produce statistical reports; analyse the financial position of applicant for a livestock dealer's license. **Users:** Financial Protection Unit staff. License status is public information. **Individuals in Bank:** Packing plant and slaughterhouse operators, country dealers purchasing live beef cattle for slaughter or for further rearing, commission agents and community sales operators. **Retention and Disposal:** Not determined.

Beef Cattle Financial Protection Program

Location: Livestock Inspection Branch. **Legal Authority:** Live Stock and Live Stock Products Act, R.S.O. 1980, c.245; O. Reg. 367/82. **Information Maintained:** Name, business name, address, telephone number, chairman's report, points for financial responsibility, amounts and type of security, hearing notice, results of hearing. **Uses:** Evaluate credentials for a license. **Users:** Director, program manager, Financial Protection Unit, administrator, branch administrative staff. **Individuals in Bank:** Livestock dealers applying for a license. **Retention and Disposal:** Not determined.

Beef Dealers - Volume of Cattle Purchases and Fees Information

Location: Financial Protection Unit. **Legal Authority:** O. Reg. 368/82 under the Farm Products Payment Act, R.S.O. 1980, c.159, s.6(2), (3) and (4). **Information Maintained:** Name, file reference, address, telephone number, status, number of head of beef cattle purchased each month, amount of fees submitted. **Uses:** Maintain a record of each applicant's volume of purchases and fees submitted; determine who has not paid their fees; produce statistical reports. **Users:** Financial Protection Unit staff. **Individuals in Bank:** Packing plant and slaughterhouse operators, country dealers purchasing live beef cattle for slaughter or for further rearing, commission agents and community sales operators. **Retention and Disposal:** Not determined.

Beekeepers

Location: Provincial Apiarist, Fruit and Vegetable Inspection Branch. **Legal Authority:** Bees Act, R.S.O. 1980, c.42; R.R.O. 1980, Reg. 81, s.1. **Information Maintained:** Name, address, telephone number, number of hives, number of hive locations, name, address and telephone number for land owners of each hive location, records of inspection related to those locations. **Uses:** Provide bee inspectors with names of beekeepers and bee yard locations. **Users:** Provincial apiarist, provincial bee inspectors. Names and addresses provided to local beekeeping associations. **Individuals in Bank:** Known beekeepers in the province. **Retention and Disposal:** Not determined.

Claims Against the Fund for Live Stock Producers

Location: Financial Protection Unit. **Legal Authority:** Farm Products Payments Act, R.S.O. 1980, c.159, as amended S.O. 1984, c.39; O. Reg. 368/82 and O. Reg. 525/82. **Information Maintained:** Claimant's name, address, file reference, telephone number, status, stage of claim, details of claim (dealer name, address, telephone number, contract number, type of claim, amount of head, etc.), listing of correspondence, dates and results of board meetings, amount and cheque details. **Uses:** Maintain the details of claims made against the fund; produce statistical reports and calculations. **Users:** Financial Protection Unit staff. **Individuals in Bank:** Producers applying for compensation. **Retention and Disposal:** Not determined.

Claims Against the Grain Corn and/or Soyabean Funds

Location: Financial Protection Unit. **Legal Authority:** O. Reg. 651/84 and O. Reg. 652/84 under the Farm Products Payments Act, R.S.O. 1980, c.159, s.8(1). **Information Maintained:** Claimant's name, address, file reference, telephone number, status, stage of claim, details of claim (dealer name, address, telephone number, contract number, type of claim, amount of bushels, etc.), listing of correspondence, dates and results of board meetings, payment details. **Uses:** Maintain the details of claims made against the fund; produce statistical reports and calculations. **Users:** Financial Protection Unit staff. **Individuals in Bank:** Grain, corn and/or soyabean producers applying for compensation. **Retention and Disposal:** Not determined.

Controlled-Atmosphere Operator/Packer - Licence Applications

Location: Fruit and Vegetable Inspection Branch. **Legal Authority:** Farm Products Grades and Sales Act, R.S.O. 1980, c.157, s.12. **Information Maintained:** Applicant's name, business name, address, telephone number, name and address of partners, title of official if applicant is a corporation. **Uses:** Evaluate credentials for a licence. **Users:** Director and branch administrative staff, program manager, district supervisors, inspectors. **Individuals in Bank:** Applicants. **Retention and Disposal:** Two years, then destroyed.

Dairy Inspection - Certificate Holders

Location: Dairy Inspection Branch. **Legal Authority:** Milk Act, R.S.O. 1980, c.266, s.13(4). **Information Maintained:** Name of certificate holder, address, employer, certificates held, inspection data. **Uses:** Monitor inspections; maintain and issue certificates. **Users:** Dairy Inspection Branch staff. of **Individuals in Bank:** Graders and testers of dairy products. **Retention and Disposal:** Computer records retention not determined; paper retained seven years, then destroyed.

Fresh Milk Sample Analysis

Location: Central Milk Testing Laboratory. **Legal Authority:** Milk Act, R.S.O. 1980, c.266, s.4. **Information Maintained:** Producer name, address, license number, transporter, driver, milk analysis. **Uses:** Supply composition test (fat) for payment to producer; supply quality tests. **Users:** Program staff, producers, Ontario Milk Marketing Board staff. **Individuals in Bank:** Milk producers. **Retention and Disposal:** Not determined.

Fresh Fruit and Vegetable Dealers - Licence Applications

Location: Fruit and Vegetable Inspection Branch. **Legal Authority:** Farm Products Grades and Sales Act, R.S.O. 1980, c.157, s.10. **Information Maintained:** Applicant's name and address, business operating name, telephone number, names and addresses of principals in unincorporated companies. **Uses:** Evaluate credentials for a licence. **Users:** Director, branch administrative staff, program manager, district supervisors, inspectors. Select information to growers of fresh fruit and vegetables, and marketing boards. **Individuals in Bank:** Licence applicants. **Retention and Disposal:** Three years, then destroyed.

Fruit and Vegetable Grading - Certificate Holders

Location: County and district offices. **Legal Authority:** Farm Products Grades and Sale Act, R.S.O. 1980, c.157, s.5. **Information Maintained:** Name and address of grower, processor or receiver, quantity delivered per load, quality and/or defects in sample, name of grader. **Uses:** Operational record of grading services performed which may be used in determining the price paid to grower. **Users:** Administrative staff, district supervisors, branch inspectors, ministry investigator, actual grower/receiver of each certificate. **Individuals in Bank:** Growers delivering products subject to grading by branch inspectors or graders. **Retention and Disposal:** Five years, then destroyed.

Fruit and Vegetable Inspection - Detentions and Releases

Location: Fruit and Vegetable Inspection Branch, Ontario Food Terminal. Field offices maintain their own files. **Legal Authority:** Farm Products Grades and Sales Act, R.S.O. 1980, c.157, s.7(3). **Information Maintained:** Name and address of owner or person in possession, type of product, number of packages involved, markings re name and address of packer, reasons for detention/release. **Uses:** Operational record used to detain and release farm products; identify offenders; support evidence in legal proceedings. **Users:** Administrative staff, director, program manager, district supervisors, branch inspectors, ministry investigators. **Individuals in Bank:** Individuals whose products are detained under the Farm Products Grades and Sales Act. **Retention and Disposal:** Five years, then destroyed.

Fruit and Vegetable Inspection - Violations

Location: Fruit and Vegetable Inspection Branch. **Legal Authority:** Farm Products Grades and Sales Act, R.S.O. 1980, c.157, s.5. **Information Maintained:** Name and address of violator of the Farm Products Grades and Sales Act, nature and details of offence, evidence, statements and staff reports. **Uses:** Identify offenders and record offences. **Users:** Administrative staff, director, program manager, district supervisors, branch inspectors, ministry investigators. **Individuals in Bank:** Violators of the Farm Products Grades and Sales Act. **Retention and Disposal:** Seven years, then destroyed.

Fruit and Vegetable Quality Improvement Program

Location: Fruit and Vegetable Inspection Branch. Field offices maintain their own sub-files. **Legal Authority:** Order in Council 1708/86. **Information Maintained:** Name, address, telephone number, application forms, acreage and crops produced, inspection reports, cancelled invoices, correspondence, cheques supporting gross annual farm income, project cost, names of owners of business, total project cost, status of existing facilities, amount of grant. **Uses:** Determine eligibility for and amount of grant. **Users:** Branch director, program manager, inspectors, branch administrative staff. Names and grant amounts are public information. **Individuals in Bank:** Applicants. **Retention and Disposal:** Not determined.

Fur Farm Licences

Location: Veterinary Laboratory Services Branch, Guelph Agriculture Centre. **Legal Authority:** Fur Farms Act, R.S.O. 1980, c.181. **Information Maintained:** Name, address, farm location, ownership information, number and species of animal kept. **Uses:** Identify and locate licensees. **Users:** Branch administrative staff, program specialist, inspectors. **Individuals in Bank:** Fur farmers. **Retention and Disposal:** Five years, then destroyed.

Grain Dealers and Elevator Operators - Licensees

Location: Fruit and Vegetable Inspection Branch. **Legal Authority:** Grain Elevator Storage Act, R.S.O. 1980, c.191; Farm Products Grades and Sales Act, R.S.O. 1980, c.157. **Information Maintained:** Names, addresses, telephone numbers, storage inventories, physical facilities, business operations, financial statements, insurance documents, licensing records, infraction reports, inspection reports. **Uses:** Determine eligibility for grain dealer's licence and grain elevator storage operator's licence. **Users:** Branch director, program manager, inspectors, administrative staff. Licence status is public information. **Individuals in Bank:** Grain dealers, grain elevator operators. **Retention and Disposal:** Not determined.

Grain Dealers' Financial Information

Location: Financial Protection Unit. **Legal Authority:** Farm Products Grades and Sales Act, R.S.O. 1980, c.157; O. Reg. 653/84, s.4(1) and s.5. **Information Maintained:** Name, file reference, address, telephone number, status, financial information for the last three periods (assets, liabilities, net worth, income, expense details), dates of correspondence, financial security type, amount, expiry date, volume of purchases, banking and business details. **Uses:** Produce statistical reports; analyse the financial position of an applicant for the grain dealer's license. **Users:** Financial Protection Unit staff. **Individuals in Bank:** Individuals engaged in the business of buying grain corn, canola and soybeans from Ontario producers. **Retention and Disposal:** Not determined.

Investigation Unit - Agricultural Investigation Files

Location: Office of Chief Investigator. **Legal Authority:** Abandoned Orchards Act, R.S.O. 1980, c.1, s.9; Beef Cattle Marketing Act, R.S.O. 1980, c.41, s.17; Dead Animal Disposal Act, R.S.O. 1980, c.112, s.17; Edible Oil Products Act, R.S.O. 1980, c.128, s.5; Farm Products Grades and Sales Act, R.S.O. 1980, c.157, s.23; Live Stock and Live Stock Products Act, R.S.O. 1980, c.245, s.4; Live Stock Community Sales Act, R.S.O. 1980, c.247, s.19; Meat Inspection Act, R.S.O. 1980, c.260, s.16; Milk Act, R.S.O. 1980, c.266, s.22; Oleomargarine Act, R.S.O. 1980, c.324, s.7; Criminal Code of Canada. **Information Maintained:** Name, address, age information on suspected offenders, charges, convictions, breaches of government financial assistance programs and license regulations. **Uses:** Maintain information for current and future investigations. **Users:** Chief investigator and staff. **Individuals in Bank:** Persons or companies suspected of violating the acts and programs administered by the ministry. **Retention and Disposal:** Not determined.

Livestock Community Sale Operators - Licence Applications

Location: Livestock Inspection Branch. **Legal Authority:** Live Stock Community Sales Act, R.S.O. 1980, c.247, s.4; R.R.O. 1980, Reg. 586. **Information Maintained:** Applicant's name, address, location, name of sale, name of insurance company for fire, policy number and amount, annual average gross return for sale, amount of security on deposit, inspection report (general health of livestock observed, condition of building, yard, water supply, scales and records). **Uses:** Evaluate credentials for a licence. **Users:** Director, program manager and administrative staff. Licence status is public information. **Individuals in Bank:** Licensed community sales operators. **Retention and Disposal:** Nine years, then destroyed.

Meat Inspection - Provincial Slaughter Plants

Location: Livestock Inspection Branch and six regional offices. **Legal Authority:** Meat Inspection Act, R.S.O. 1980, c.260; R.R.O. 1980, Reg. 607. **Information Maintained:** Name, address, type of animal slaughtered, name of plant, plant number, license number, correspondence. **Uses:** Evaluate credentials for a license. **Users:** Director, program manager, branch administrative staff. **Individuals in Bank:** Provincial slaughter plant operators. **Retention and Disposal:** Not determined.

Nursery Stock Operators/Dealers - Licence Applications

Location: Fruit and Vegetable Inspection Branch. **Legal Authority:** Plant Diseases Act, R.S.O. 1980, c.380, s.3. **Information Maintained:** Applicant's name and address, business address, name of nursery, ownership of nursery including names of all partners, head office of nursery, locations of premises where plants are grown or offered for sale. **Uses:** Evaluate credentials for a licence; location of nurseries for disease control. **Users:** Director, branch administrative staff, program manager, branch inspectors, provincial entomologist. **Individuals in Bank:** Licence applicants. **Retention and Disposal:** Two years, then destroyed.

Ontario Hatchery Supply Flock Policy - Applications and Registrations

Location: Guelph Laboratory. **Legal Authority:** Ministry of Agriculture and Food Act, R.S.O. 1980, c.270, s.5; Orders in Council 5097/72 and 1899/72. **Information Maintained:** Name, address, type of poultry, numbers, dates of placement, testing requirements and requests. **Uses:** Identify flock placements by hatcheries; estimate workload of Ontario Hatchery and Supply Flock Policy staff. **Users:** Laboratory administrative staff, inspectors. **Individuals in Bank:** Hatchery operators. **Retention and Disposal:** Not determined.

Ontario Storage and Packing Assistance Program (OSPAP)

Location: Fruit and Vegetable Inspection Branch. Field offices maintain their own subfiles. **Legal Authority:** Ministry of Agriculture and Food Act, R.S.O. 1980, c.270, s.4. **Information Maintained:** Proposal and application forms, name, address, telephone number, gross annual farm income, names of owners of business, inspection reports, correspondence, existing facilities and packing equipment, crops and acreages produced, construction plans; invoices, cancelled cheques, supporting project costs, total project costs, grant provided. **Uses:** Determine eligibility for and amount of grant. **Users:** Branch director, program manager, inspectors, branch administrative staff. Names and grant amounts are public information. **Individuals in Bank:** Producers applying for OSPAP assistance. **Retention and Disposal:** Seven years, then destroyed.

Pest Injury Data

Location: Pest Diagnostic and Advisory Clinic, University of Guelph. **Legal Authority:** Ministry of Agriculture and Food Act, R.S.O. 1980, c.270, s.5. **Information Maintained:** Name, address, description of problem, laboratory findings, recommendations. **Uses:** Identify insects, weeds, plant diseases; recommend control measures. **Users:** Clinic administrative staff, program specialists. **Individuals in Bank:** General public submitting relevant specimens for analysis. **Retention and Disposal:** Not determined.

Pesticide Residue Data

Location: Provincial Pesticide Residue Testing Laboratory, University of Guelph. **Legal Authority:** Ministry of Agriculture and Food Act, R.S.O. 1980, c.270, s.5. **Information Maintained:** Name, address, telephone number, age, sex, medical history, occupation, farming practices. **Uses:** Monitor, survey, and research the effects of pesticide residue in agriculture and the environment. **Users:** Laboratory administrative staff, program specialists, plant and animal extension staff. **Individuals in Bank:** General public, farming community. **Retention and Disposal:** Not determined.

Plant Disease Cases

Location: Fruit and Vegetable Inspection Branch. Field offices maintain their own subfiles. **Legal Authority:** Plant Disease Act, R.S.O. 1980, c.380. **Information Maintained:** Name of claimant, name of defendant, applications for inspection for diseases and insects, inspection reports, recommendations for cure of disease, correspondence. **Uses:** Enforce the regulations under the Plant Diseases Act. **Users:** Provincial entomologist, director, program manager, supervisor, inspector. **Individuals in Bank:** Persons submitting petitions for the establishment of a plant-disease control area and those named as the landowners of the problem orchard or vegetable acreage. **Retention and Disposal:** Six years, then destroyed.

Processing Potato Dealers' Financial Information

Location: Financial Protection Unit. **Legal Authority:** Farm Products Marketing Act, R.S.O. 1980, c.158; O. Reg. 527/87. **Information Maintained:** Name, file reference, address, telephone number, licence status, financial information (assets, liabilities, net worth, income expense details), dates of correspondence, financial security type, amount, expiry date (if provided), volume of purchases, business details. **Uses:** Produce statistical reports; analyse the financial position of an applicant for a licence to purchase potatoes for processing. **Users:** Financial Protection Unit staff. **Individuals in Bank:** Licence applicants. **Retention and Disposal:** Not determined.

Processing Vegetable Dealers' Financial Information

Location: Financial Protection Unit. **Legal Authority:** Farm Products Marketing Act, R.S.O. 1980, c.158; O. Reg. 108/86. **Information Maintained:** Name, file reference, address, telephone number, licence status, financial information (assets, liabilities, net worth, income expense details), dates of correspondence, financial security type, amount, expiry date (if provided), volume of purchases, business details. **Uses:** Produce statistical reports; analyse the financial position of an applicant for a licence to purchase vegetables for processing. **Users:** Financial Protection Unit staff. Licence status is public information. **Individuals in Bank:** Licence applicants. **Retention and Disposal:** Not determined.

Produce Arbitration Board

Location: Fruit and Vegetable Inspection Branch. **Legal Authority:** Farm Products Grades and Sales Act, R.S.O. 1980, c.157. **Information Maintained:** Name, address, telephone number of grower and dealer, notice of grower/dealer produce transaction dispute, related correspondence, supporting documents supplied by both parties, notice of hearing date, minutes of the hearing, award (decision by the Produce Arbitration Board). **Uses:** Settle produce transaction disputes between producers and dealers of fresh fruits and vegetables. **Users:** Program manager, director, supervisor, inspector. **Individuals in Bank:** Applicants submitting notices of dispute and other contracting party. **Retention and Disposal:** Not determined.

Producer Challenges to Raw Milk Test Results

Location: Dairy Inspection Branch. **Legal Authority:** Milk Act, R.S.O. 1980, c.266. **Information Maintained:** Name, producer number, address, penalty levied, correspondence, record of appeal, decision of appeal. **Uses:** Record the outcome of producer challenges to raw milk test results. **Users:** Director, program manager, assistant program manager. **Individuals in Bank:** Producers challenging raw milk test results. **Retention and Disposal:** Not determined.

Affiliated Agencies

The following agencies, boards and commissions serve the ministry in an advisory and/or regulatory capacity.

General Classes or Types of Records

Unless otherwise listed, these agencies do not keep separate records other than minutes and agendas of meetings. All other records are maintained by the appropriate branch of the ministry.

Personal Information Banks

All personal information banks used by the following affiliated agencies are maintained by the ministry, with the exception of the banks listed below.

Advisory Committees on Diploma Education

Act in an advisory capacity regarding diploma education at the five colleges of agriculture and food technology. The committees assess the changing education requirements for farming, agribusiness and the agricultural industry, and make recommendations to principals for future education programs.

Agricultural Licensing and Registration Review Board

Hears appeals under the following acts: Agricultural Tile and Drainage Installation Act; Animals for Research Act; Artificial Insemination of Live Stock Act; Dead Animal Disposal Act; Farm Products Grades and Sales Act; Grain Elevator Storage Act; Live Stock and Live Stock Products Act; Live Stock Community Sales Act; Live Stock Medicines Act; Meat Inspection Act; Plant Diseases Act; Provincial Auctioneers Act; and Riding Horse Establishments Act. Each act has specific provisions allowing appeals to be taken to the board, and sets out provisions to be followed in respect of such appeals.

Agricultural Rehabilitation and Development Directorate

Maintains projects undertaken jointly with the federal government under the Agricultural Rehabilitation and Development Act.

Agricultural Research Institute of Ontario

Reviews ministry-funded research programs at the ministry's colleges of agricultural technology, the University of Guelph, and horticultural research and experimental stations, and makes recommendations to the minister to ensure that these programs meet the needs of Ontario agriculture.

Beginning Farmer Assistance Program/Ontario Farm-Start Review Committee

Provides applicants denied assistance under the Beginning Farmer Assistance and Ontario Farm-Start Programs with an avenue of appeal.

Cooperative Loans Board of Ontario

Administers existing loans of cooperative associations under the Co-Operative Loans Act.

Crop Insurance Commission of Ontario

Provides farmers with an insurance program against loss due to natural perils for the major crops grown in Ontario; conducts surveys and research programs relating to crop insurance; and obtains statistics for commission use.

Farm Income Stabilization Commission of Ontario

Administers the Farm Income Stabilization Act; provides for surveys and research relating to farm income stabilization; and obtains statistics for commission use.

Farm Practices Protection Board

Hears complaints pertaining to farm practices and determines whether or not the practices are normal.

Farm Products Appeal Tribunal

Provides an independent, accessible avenue of appeal in matters relating to the Ontario Farm Products Marketing Act and the Milk Act. Serves as a license review board under the Milk Act, the Farm Products Marketing Act, the Edible Oil Products Act and the Oleomargarine Act.

Farm Tax Rebate Appeal Board

Provides an owner of farm property with an independent avenue of appeal when denied a rebate under the Farm Tax Rebate Program.

Grain Financial Protection Board

Collects fees, administers the fund and approves claims made against the fund set up under the Grain Financial Protection Program (Farm Products Payment Act, R.S.O. 1980; O. Reg. 651/84) to protect producers in the event a licensed dealer defaults on payment or a licensed grain elevator operator defaults on storage.

Livestock Financial Protection Board

Collects fees, administers the fund and approves claims made against the fund set up under the Ontario Beef Cattle Financial Protection Program to protect producers and other sellers of beef cattle in the event a licensed buyer defaults on payment.

Livestock Medicines Advisory Board

Reviews all legislation and regulations pertaining to livestock medicines; advises the minister on matters relating to the control and regulation of livestock medicines.

Ontario Agricultural Museum Advisory Board

Advises the minister on matters relating to the museum and is concerned with achieving the museum's mandate.

Ontario Agricultural Museum Artifacts Valuation Committee

Performs appraisal services of artifacts and structures in which the Ontario Agricultural Museum has an interest, either as a purchaser, borrower, lender, recipient of a donation, or for any other purpose.

Ontario Crop Insurance Arbitration Board

Hears appeals on claim disputes.

Ontario Drainage Tribunal

Provides a readily accessible forum for appeals under the Drainage Act; establishes rules of practice and procedure for its hearings; deliberates on evidence of hearings; and makes decisions independent of the ministry. The tribunal may recommend to the minister any changes in legislation that it considers advisable.

Ontario Family Farm Interest Rate Reduction Appeal Board

Provides farmers with an independent avenue of appeal when denied a grant under the Ontario Family Farm Interest Rate Reduction Program.

Ontario Farm Family Advisor Program Board

Nominates and selects advisors, reviews reports and advisors' performance and recommends actions to the ministry.

Ontario Farm Implements Board

Encourages the resolution of problems encountered by farmers and the farm machinery industry arising out of the sale of farm machinery, its repair, maintenance and use.

Ontario Farm Products Marketing Commission

Supervises 25 Ontario marketing boards to whom power and authority have been delegated under the Farm Products Marketing Act, facilitates cooperative relationships between producer groups and their related processing and distribution sectors and implements and administers the enabling legislation related to regulated marketing.

General Classes or Types of Records

Contain information on the fund for milk and cream producers and food processing licencing.

Fund for Milk and Cream Producers
Marketing Boards
Marketing Board - Food Processing Licencing

Ontario Grain Corn Council

Studies, advises and makes recommendations on all matters relating to the production and marketing of Ontario grain corn, to any or all segments of the grain corn industry and to any level of government.

Ontario Junior Farmer Establishment Loan Corporation

Ensures the repayment of outstanding loans of mortgagors, and repayment to the Treasurer of Ontario of any indebtedness.

Ontario Pork Industry Improvement Plan Advisory Committee

Monitors the progress of the Ontario Pork Industry Improvement Plan to ensure the needs of the swine industry are met and recommends program revisions to the minister.

Potato Financial Protection Board

Collects fees, administers the fund and approves claims made against the fund under the Processing Potato Financial Protection Program.

Processing Vegetable Financial Protection Board

Collects fees, administers the fund, and approves claims made against the fund.

Produce Arbitration Board

Arbitrates payment disputes between fruit and vegetable producers and the dealers to whom they have sold their produce.

Provincial Decision Committee

Reviews, assesses and makes recommendations on client applications to the Operating Loan Guarantee Program.

Red Meat Development and Coordinating Committee

Monitors the progress of the Red Meat Plan to ensure the needs of the beef and sheep industries are met and recommends revisions to the minister.

Wolf Damage Assessment Board

Makes binding decisions in situations where the Livestock Commissioner feels there is insufficient evidence to conclude that wolves were responsible for any claim.

Access

Freedom of Information and Privacy Coordinator
3rd Floor, 801 Bay Street
Toronto, Ontario
M[illegible]A 2B2
Telephone: (416) 326-3145

A public reading room for the review of manuals and other information is open during regular office hours on the third floor at 801 Bay Street, Toronto.

Algonquin College of Applied Arts And Technology

Head

Chairman, Board of Governors
Algonquin College of Applied Arts and Technology
1385 Woodroffe Avenue
Nepean, Ontario
K2G 1V8
Telephone: (613) 727-7702

Mandate

Algonquin College is responsible for providing quality programs to meet the non-university and employment-oriented educational needs of the adult residents of the counties of Prescott-Russell, Ottawa-Carleton, Lanark and Renfrew. When appropriate and possible, the college is accessible to students from the rest of the province, other provinces and other countries.

Organization

The President, as the Chief Executive Officer, reports to the Board of Governors. Three divisions report to the President - Academic, Continuing Education, and Finance and Administration - each headed by a Vice-President. The college is organized into academic schools under the Vice-President, Academic. While the Schools of Applied Arts, Business, Health Sciences and Technology and Trades, each headed by a Dean, offer mainly full-time programs in the metropolitan Ottawa area, the Schools of Renfrew County, Prescott/Russell County and Lanark County, each headed by a principal, are responsible for program delivery, both full-time and part-time, in the outlying areas.

Divisions

Board of Governors

The Board of Governors, appointed by the Ontario Council of Regents, oversees the operation of the college, establishes policies and evaluates college operations and effectiveness. The board is assisted by standing committees and a number of program advisory committees.

General Classes or Types of records

Contain information on the development of policy and the establishment of goals and objectives for the college.

Bylaws
Minutes
Policies

Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

Board of Governors Membership

Office of the President

The President who is appointed by and responsible to the Board of Governors is the Chief Executive Officer with full authority to manage operations and direct staff. The Human Resources, Student Services and the Marketing and Public Affairs functions report directly to the President.

General Classes or Types of Records

Contain operational records common to community colleges as described in Chapter II of this directory, relating to corporate management, the provision of student services and the management of human resources.

Manuals

Issued to staff and containing policies and procedures governing college operations.

College Directives

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Co-op, Work Term, Final Job Placements
Employee Personnel, Payroll and Benefits Records
Health and Medical Records
Job Competitions and Applications
Library Users Lists
Ombudsman/Human Rights Commission
Ontario Student Assistance Program
Student Counselling
Vocational Testing and Counselling
Workers' Compensation

Also contain information about graduate students, students with special needs and the student tutoring program.

Graduate Student Questionnaires

Location: Placement Offices. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272. **Information Maintained:** Name, address, post-graduate employment history. **Uses:** Compile statistical information for program evaluation; report to Ontario College Information System per Ministry of Colleges and Universities requirement. **Users:** Placement staff, academic departments, Planning staff. **Individuals in Bank:** All college graduates. **Retention and Disposal:** Three years after graduation of student, then destroyed.

Special Needs Service Profiles

Location: Special Needs Coordinator's Office. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272. **Information Maintained:** Name, address, date of birth, student number, medical data, nature of disability, technical aids (assistive devices required), diagnostic treatment records; contact notes, individualized student plan (accommodations). **Uses:** Assess special needs of students; determine reasonable accommodation; prepare statistical reports. **Users:** Special Needs staff. **Individuals in Bank:** Students with special needs - physical, learning, sensory, medical, or multi-disabilities. **Retention and Disposal:** Not determined.

Student Tutoring Records

Location: Counselling Offices. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272. **Information Maintained:** Name, address, telephone number for tutors and tutees, program, semester, subjects requiring tutoring, number of sessions, receipts for payment, paid by student/Financial Aid, faculty recommendation on tutor, subjects able to tutor. **Uses:** Maintain financial records for Students' Association and reports for Financial Aid; generate statistical reports. **Users:** Counsellors, Financial Aid and Students' Association staff. **Individuals in Bank:** Student tutors and tutees. **Retention and Disposal:** Two years, then destroyed.

Vice-President, Academic

The Vice-President, Academic is responsible for the development, operation, and evaluation of full-time academic programs, and liaison with various facilities, such as hospitals, day care centres, correctional institutions, where college students in several programs obtain clinical, practical and field experience. The division also is responsible for the operation of a dental clinic, a flower shop, a hair salon and a restaurant.

General Classes or Types of Records

Contain operational records common to community colleges as described in Chapter II of this directory, relating to the development and delivery of academic programs. The following records are also maintained.

Academic Council Minutes
Admissions Criteria
Advisory Committee Minutes
Canadian Job Strategy Committee Minutes
Dean's/Principal's Management Committee Minutes
Principal's Council Minutes
Program Council Minutes
Senior Adult Training Plans
Student Retention Committee Minutes
Vice-President Academic's Management Committee Minutes

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Dental Clinic Patients
Student Appeals (disciplinary, administrative, academic)
Tests, Examinations and Assessments

Vice-President, Continuing Education

The Vice-President, Continuing Education administers the part- time credit, general interest and career-oriented courses run by the college. In addition, the division is also responsible for administering the Ontario Skills Development Office, and Ontario Training Strategy and FUTURES programs. Several programs in accounting, real-estate, purchasing, insurance, etc., are also offered, which satisfy licensing and certification requirements of external professional bodies such as Society of Management Accountants and Ontario Real Estate Board.

General Classes or Types of Records

Contain operational records common to community colleges as described in Chapter II of this directory, relating to the development and delivery of academic programs and the administration of government-sponsored programs listed above. The following records are also maintained.

Client Files
Community Sponsors Information
Continuing Education Program Submissions
Contracts and Letters of Agreement
Employers Files
Professional Training Mailing List
Vice-President's Executive Committee

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

FUTURES Program Applicants and Participants
Ontario Basic Skills Program Trainees
Ontario Training Incentive Program Trainees

Vice-President, Finance and Administration

The Vice-President, Finance and Administration is responsible for all matters relating to the financial and general administration of the college, such as the departments of Physical Resources, Finance, Registrar, Ancillary Operations, Translation, Strategic Planning, Computer Services, Internal Audit, and other support activities.

General Classes or Types of Records

Contain general administration records as described in Chapter II of this directory. The following records are also maintained.

Director's Committee Minutes
Survey of Continuing Education Students
Survey of First-Year New Entrants
Survey of Withdrawn-Application Students

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Freedom of Information and Protection of Privacy Act Requests
Parking Records
Student Registration and Academic History
Teacher Workload Records (Standard Workload Form)
Travel/Expense Accounts

In addition, the following personal information bank is maintained:

Staff Second Language Training Files

Location: Translation Department. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272. **Information Maintained:** Name, address, telephone number, evaluation, courses taken, results of tests. **Uses:** Administer and monitor second language training. **Users:** Coordinator, Second Language Training. **Individuals in Bank:** College staff. **Retention and Disposal:** Not determined.

Access

Freedom of Information and Privacy Coordinator
Algonquin College of Applied Arts and Technology
1385 Woodroffe Avenue
Nepean, Ontario
K2G 1V8
Telephone: (613) 727-9400

A public reading room for the review of manuals and other information is open during regular office hours and some evenings in the Resource Centre on the second floor, C Block, 1385 Woodroffe Avenue, Nepean.

Algonquin Forestry Authority

Head

Chairman of the Board
222 Main Street
Huntsville, Ontario
P0A 1K0
Telephone: (705) 789-9647

Mandate

The authority is responsible for integrated forest management within Algonquin Park, including harvesting, production, tree marking, scaling, silvicultural projects and the maintenance of multi-use roads. All activities are carried out in harmony with other park uses and in a way that protects park values.

Organization

The authority's head office is in Huntsville with a branch office in Pembroke.

General Classes or Types of Records

The authority maintains files dealing with forestry in Algonquin Park.

Aerial Photographs of Algonquin Park
Annual Cut Surveys of Areas Harvested
Annual Plans of Forest Operations
Five-Year Operating Plans
Maps (various scales, covering topography and forest conditions)
Silvicultural Records (covering tree planting and tree marking)
Twenty-Year Forest Management Plan

Personal Information Banks

Contain personal information with respect to employees of the authority.

Personnel and Payroll

Location: Huntsville Office. **Legal Authority:** Algonquin Forestry Authority Act, R.S.O. 1980, c.18, s.6. **Information Maintained:** Employee name, date of birth, education, work history, pay level, performance appraisal. **Uses:** Issue pay cheques and statistical reports (e.g., T-4 slips, pension contributions). **Users:** Authority management, personnel staff. **Individuals in Bank:** Crown employees of the authority. **Retention and Disposal:** 10 years, then destroyed.

Access

Freedom of Information and Privacy Coordinator
Algonquin Forestry Authority
P.O. Box 1198
222 Main Street
Huntsville, Ontario
P0A 1K0
Telephone: (705) 789-9647

A public reading room for the review of manuals and other information is open during regular office hours at 222 Main Street, Huntsville.

Ministry of the Attorney General

Head

Attorney General
11th Floor, 720 Bay Street
Toronto, Ontario
M5G 2K1
Telephone: (416) 326-4000

Mandate

The ministry is responsible for the administration of justice in Ontario. It conducts and regulates all civil litigation and criminal prosecutions for and against the Crown; ensures the effective operation of the courts across the province; advises heads of departments and agencies of government in their legal matters; and advises the government and attends to all matters of a legislative nature.

Organization

There are two commissions and four boards that report directly to the Attorney General, and seven divisions and 25 branches that report to the Deputy Attorney General. Staff in 335 office locations perform the administrative functions for 575 court and judicial offices. Court Offices and Crown Attorney Offices are located throughout Ontario. Refer to the blue pages of the public telephone directory for addresses.

Divisions

Civil Law Division

The division provides legal advice and legal services to all ministries of government and some agencies, boards and commissions in the area of civil law; provides legal opinions to specific inquiries from ministries and other governmental bodies; appears in court on behalf of the government; responds to inquiries concerning statutes administered by the ministry; represents children and mentally incompetent persons in court proceedings; manages estates of mentally incompetent persons; administers estates of persons who die intestate and without next-of-kin; and reviews the operations of charities. The division comprises: Crown Law Office-Civil; Legal Services Branches; Official Guardian; and Public Trustee.

General Classes or Types of Records

Contain information on litigation and legal advisory services, administration of estates of mentally incompetent persons, representation of minors, and retention of private-sector legal counsel.

Charities Section (Public Trustee)
Conflict of Interest
Corporations Section (Public Trustee)
Crown Section (Public Trustee)
Federal-Provincial Conference Materials
General Representation (Public Trustee)
International Child Abduction Files
International Civil Procedure Files
Legal Opinions
Legislation and Policy Development (Official Guardian)
Litigation Files
Patients Section (Public Trustee)
Retention of Lawyers from the Private Sector
Revenue and Payments to Agents (Official Guardian)

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Career Planning/Training
Employment Application Inventory

Also contain information on children represented in court by the Official Guardian, the various representative capacities of the Public Trustee, litigation, and legal advisory services provided by the Crown Law Office-Civil.

Child Representation (custody/access)

Location: Official Guardian Office. **Legal Authority:** Courts of Justice Act, S.O. 1984, c.11, s.35 and s.102; Parens Patriae Jurisdiction of Supreme Court; O. Reg. 808/84, s.9a. **Information Maintained:** Child's name, date of birth, names of parents, addresses, telephone numbers, memoranda to file regarding court proceedings, meetings and telephone conversations and medical and psychological reports. **Uses:** Provide legal representation for minors when Official Guardian is appointed as litigation guardian. **Users:** Official Guardian counsel, legal agents, secretaries. **Individuals in Bank:** Parents, minors subject to custody/access proceedings, minor parents in child protection and adoption proceedings, minors before administrative tribunals. **Retention and Disposal:** 20 years, then destroyed.

Child Representation Programme (child protection)

Location: Official Guardian Office. **Legal Authority:** Child and Family Services Act, S.O. 1984, c.55, s.34, s.36, s.38, s.64, s.105, s.106 and s.110. **Information Maintained:** Child's name, date of birth, names of parents, addresses, telephone numbers, memoranda to file regarding court proceedings, meetings and telephone conversations and medical and psychological reports. **Uses:** Provide legal representation for minors. **Users:** Child Representation Programme lawyers, clerks. **Individuals in Bank:** Minors subject to proceedings under the Child and Family Services Act. **Retention and Disposal:** 19 years, then destroyed.

Civil Litigation, Estates Files

Location: Official Guardian Office. **Legal Authority:** Courts of Justice Act, S.O. 1984, c.11, s.102; Parens Patriae Jurisdiction of Supreme Court. **Information Maintained:** Name, address, telephone number, medical records, income statements and financial assets. **Uses:** Support the Official Guardian's role as litigation guardian in property matters on behalf of minors and mental incompetents not so found. **Users:** Official Guardian legal staff and agents. **Individuals in Bank:** Minors and mental incompetents requiring litigation assistance. **Retention and Disposal:** 20 years, then destroyed.

Client Files

Location: Public Trustee Office. **Legal Authority:** Public Trustee Act, R.S.O. 1980, c.422. **Information Maintained:** Name, address, telephone number, medical, psychological, financial and employment information (depending upon individual). **Uses:** Evaluate appropriate action by Public Trustee's Office in performing duties under the Public Trustee Act, court orders, or various enabling statutes. **Users:** Branch lawyers and administrative staff. **Individuals in Bank:** Persons for whom the Public Trustee is appointed as representative or whose assets are administered by the Public Trustee, shareholders in defunct corporations, and persons interested in charitable gifts. **Retention and Disposal:** From one year to 100 years, then destroyed; select files to archives.

International Child Abduction Files

Location: Crown Law Office-Civil. **Legal Authority:** Ministry of the Attorney General Act, R.S.O. 1980, c.271, s.5; Children's Law Reform Act, R.S.O. 1980, c.68, as amended by S.O. 1982, c.20, s.47. **Information Maintained:** Name, address, telephone number, date of birth, financial data, national origin and citizenship data, marital or family status. **Uses:** Fulfill obligations as designated central authority in applications brought for the return of abducted children under the Hague Convention on the Civil Aspects of International Child Abduction. **Users:** Crown law officers and support staff. **Individuals in Bank:** Persons for or against whom applications for the return of abducted children have been brought; children who are the subjects of such applications. **Retention and Disposal:** 30 years, then transferred to archives.

International Child Abduction Files

Location: Crown Law Office-Civil. **Legal Authority:** Ministry of the Attorney General Act, R.S.O. 1980, c.271, s.5. **Information Maintained:** Name, address, telephone number, date of birth, financial data, national origin, marital or family status. **Uses:** Fulfill obligations as designated central authority in requests for service of documents or taking of evidence received pursuant to the Hague Convention on Service Abroad of Judicial and Extrajudicial Documents or under bilateral civil procedure treaties to which Canada is a party. **Users:** Crown law officers and support staff. **Individuals in Bank:** Persons in relation to whom requests for service of documents or taking of evidence are received. **Retention and Disposal:** 30 years, then transferred to archives.

Legal Advisory Files

Location: Crown Law Office-Civil. **Legal Authority:** Ministry of the Attorney General Act, R.S.O. 1980, c.271, s.5. **Information Maintained:** Name, address, telephone number, age, medical, financial, education and employment information. **Uses:** Provide legal advice on matters concerning government to ministries and agencies. **Users:** Crown law officers and support staff. **Individuals in Bank:** Persons whose affairs may be the subject of legal advice requested from the Crown Law Office-Civil. **Retention and Disposal:** 30 years, then transferred to archives.

Litigation Files

Location: Crown Law Office-Civil. **Legal Authority:** Ministry of the Attorney General Act, R.S.O. 1980, c.271, s.5. **Information Maintained:** Name, address, telephone number, age, medical, financial, education and employment information. **Uses:** Provide bases for litigation for and against the Crown, ministries or agencies. **Users:** Crown law officers and support staff. **Individuals in Bank:** Persons for or against whom the Crown Law Office-Civil has carriage of litigation. **Retention and Disposal:** 30 years, then transferred to archives.

Minors' Funds

Location: Official Guardian Office. **Legal Authority:** O. Reg. 560/84, s.73; Parens Patriae Jurisdiction of the Supreme Court of Ontario. **Information Maintained:** Name, address, telephone number, financial statements, medical reports. **Uses:** Support applications to court for payment of monies from the court to the benefit of minors. **Users:** Official Guardian counsel, clerks. **Individuals in Bank:** Minors with funds held by the Accountant of the Supreme Court, parents/guardians. **Retention and Disposal:** Not determined.

Official Guardian Reports/Social Work Services

Location: Official Guardian Office. **Legal Authority:** Courts of Justice Act, S.O. 1984, c.11, s.102(3) and s.125. **Information Maintained:** Name, address, telephone number, date of birth, financial data, medical, psychological and education information, reports containing statements of opinion. **Uses:** Report to the Court on the custody, maintenance, education and well-being of minors subject to divorce actions and orders under the Children's Law Reform Act (s.32). **Users:** Official Guardian, legal staff, social workers and agents. **Individuals in Bank:** Minors, parents/guardians. **Retention and Disposal:** Destroyed when divorce granted, or one year after custody/access order (Children's Law Reform Act) issued.

Official Guardian Secure Treatment Representation

Location: Official Guardian Office. **Legal Authority:** Child and Family Services Act, S.O. 1984, c.55, s.110, s.113 and s.118. **Information Maintained:** Name, home address, date of birth, medical history, medical reports, psychiatric reports and opinions, names and addresses of next-of-kin, names of secure treatment facility officials, memoranda to file. **Uses:** Enable the Office of the Official Guardian to fulfill the statutory duty of ensuring legal representation for minors being admitted involuntarily to secure treatment facilities. **Users:** Official Guardian, Counsel, program coordinator, secretaries and legal agents. **Individuals in Bank:** Minors for whom admission to secure treatment facilities has been south; minor's next-of-kin and important others, officials of secure treatment facilities, Children's Aid Society officials and staff. **Retention and Disposal:** Not determined.

Substitute Decision-Making Programme Records

Location: Official Guardian Office. **Legal Authority:** Mental Health Act, R.S.O. 1980, c.269, s.1a. **Information Maintained:** Name, home address, date of birth, medical history, medical reports, psychiatric reports and opinions, names and addresses of next-of-kin, names of psychiatric facility officials, memoranda to file. **Uses:** Document decisions on granting or refusing to grant consent to psychiatric treatment on behalf of a patient of a psychiatric facility. **Users:** Substitute Decision-Making Programme Coordinator, Official Guardian counsel, secretarial staff, legal agents, Official Guardian medical and psychiatric advisors. **Individuals in Bank:** Patients of psychiatric facilities, relatives of patients of psychiatric facilities. **Retention and Disposal:** Not determined.

Communications Division

The branch is responsible for public education and media relations activities in the ministry. It establishes communications policy for the ministry and advises branches on communications problems; provides communications support to the minister and deputy minister; writes and distributes all ministry news releases and speeches; coordinates the research, writing, design, printing and distribution of all public-information materials including films, brochures, pamphlets and promotional items; and responds to public inquiries.

General Classes or Types of Records

Contain the general administrative records as described in Chapter II of this directory.

Personal Information Banks

None

Drinking and Driving Countermeasures Office

The office promotes and coordinates efforts to reduce the incidence of impaired driving; encourages the development of long-term, community-based committees for the prevention of drinking and driving; acts as a liaison for citizens and organizations concerned about drinking and driving; coordinates the efforts of various government ministries concerned with developing and implementing drinking and driving countermeasures; and initiates and coordinates the review of policy related to drinking and driving.

General Classes or Types of Records

Contain information on subject areas, associations, community groups and other jurisdictions directly and indirectly involved in effecting drinking and driving countermeasures and includes correspondence, reports, newspaper clippings, speeches, statements and memoranda.

Associations
Community Groups
Other Jurisdictions

Personal Information Banks

None

Constitutional Law and Policy Division

The division advises all Ontario ministries on constitutional questions and reviews litigation in Ontario courts, in the Federal Court of Canada, and in the Supreme Court of Canada in which constitutional questions including those involving the Canadian Charter of Rights and Freedoms are raised. Where advisable, division counsel appear in such litigation to represent the ministry concerned or the Attorney General of Ontario as a party or intervenor. The division develops constitutional policy for Ontario's position on all aspects of constitutional amendment.

General Classes or Types of Records

Contain information on constitutional issues, including the Charter of Rights and Freedoms, general administrative matters, as well as litigation and legal advisory services.

Federal/Provincial Conference Materials and Briefing Books
General Correspondence Files
Litigation Files
Opinion Files

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Career Planning/Training
Employment Application Inventory

Courts Administration Division

The division provides administrative services to the Supreme Court of Ontario, District Court, Surrogate Court and the Provincial Court (Criminal, Family, and Civil divisions) in support of the administration of justice in Ontario; provides administrative support services to the judiciary; ensures the availability of interpreters and translations; oversees accommodation planning for the court; provides court reporting services; facilitates the interaction of the legal profession and the public with the courts; and enforces support and custody orders.

General Classes or Types of Records

Contain information on the operations and support to all courts.

Court Interpreting and Translation Services
Court Reporting Services
Support and Custody Matters in Other Jurisdictions - Research Material

Manuals

Issued to the court staff to provide direction and guidance on ministry policy and practices and on applicable procedures and standards.

Civil Procedure Manual - Supreme and District Courts
Courtroom Procedures Manual
Handbook for Freelance Court Interpreters
Local Registrar's Criminal Procedures
Provincial Court (Family Division) Operational Manual
Provincial Court (Criminal Division) Offices - Operational Manual
Provincial Courts - Young Offenders Act
Provincial Court (Civil Division)/Small Claims Court, Court Procedure Manual
Registry of Accredited Court Interpreters
The Registrar, Supreme Court of Ontario Manual
Sheriffs' Procedures Manual

Personal Information Banks

Contain information on the appointments of provincial judges, masters, justices of the peace, commissioners for taking affidavits, and notaries public.

Commissioners for Taking Affidavits

Location: Office of Judicial Support Services. **Legal Authority:** Commissioners for Taking Affidavits Act, R.S.O. 1980, c.75. **Information Maintained:** Name, age, address, reasons for requesting appointment, employment history.

Uses: Administering the appointments process for commissioners for taking affidavits. **Users:** Manager and support staff of the Office of Judicial Support Services. **Individuals in Bank:** Applicants. **Retention and Disposal:** One year after expiry, then destroyed.

Jurors

Location: Office of the Sheriff for every county and district. **Legal Authority:** Juries Act, R.S.O. 1980, c.226. **Information Maintained:** Name, address, telephone number, age, occupation. **Uses:** Select jurors and members of public institutions inspection panels. **Users:** The Court, counsel, individual litigants/accused, Sheriff and support staff. **Individuals in Bank:** Ontario residents eligible for jury duty. **Retention and Disposal:** List of Jurors and Jury Roll - four years, then destroyed; Jury Service Notice -eighteen months, then destroyed.

Justices of the Peace

Location: Office of Judicial Support Services. **Legal Authority:** Justice of the Peace Act, R.S.O. 1980, c.227. **Information Maintained:** Name, address, education, employment history, letters of reference, salary, direction. **Uses:** Support the justice of the peace function. **Users:** Office of the Chief Judge, manager and support staff of the Office of Judicial Support Services. **Individuals in Bank:** Justices of the peace.

Justices of the Peace - Applicants for Appointment

Location: Office of Judicial Support Services. **Legal Authority:** Justice of the Peace Act, R.S.O. 1980, c.227. **Information Maintained:** Name, address, education, employment history, letters of reference. **Uses:** Select justices of the peace. **Users:** Staff of the Office of the Attorney General, Office of the Chief Judge, senior ministry management, manager and support staff of the Office of Judicial Support Services. **Individuals in Bank:** Applicants. **Retention and Disposal:** Not determined.

Lay Notaries Public

Location: Office of Judicial Support Services. **Legal Authority:** Notaries Act, R.S.O. 1980, c.319. **Information Maintained:** Name, age, address, reasons for requesting appointment, employment history. **Uses:** Administration of the appointments process for notaries public. **Users:** Manager and support staff of the Office of Judicial Support Services. **Individuals in Bank:** Applicants. **Retention and Disposal:** One year after expiry, then destroyed.

Provincial Court Judges and Masters of the Supreme Court of Ontario

Location: Office of Judicial Support Services. **Legal Authority:** Courts of Justice Act, S.O. 1984, c.11. **Information Maintained:** Name, address, education, employment history, letters of reference, salary. **Uses:** Support the judicial function. **Users:** Office of the Chief Judge, senior ministry management, manager and support staff of the Office of Judicial Support Services. **Individuals in Bank:** Provincial court judges and masters of the Supreme Court of Ontario. **Retention and Disposal:** Not determined.

Provincial Court Judges and Masters of the Supreme Court of Ontario - Applicants for Appointment

Location: Office of Judicial Support Services. **Legal Authority:** Courts of Justice Act, S.O. 1984, c.11. **Information Maintained:** Name, address, education, employment history, community activities, names of reference. **Uses:** Select provincial court judges and masters of the Supreme Court of Ontario. **Users:** Office of the Chief Judge, Judicial Appointments Advisory Committee, senior ministry management, manager and support staff of the Office of Judicial Support Services. **Individuals in Bank:** Applicants. **Retention and Disposal:** Not determined.

Support and Custody Enforcement System

Location: Support and Custody Enforcement Branch and eight regional offices. **Legal Authority:** Support and Custody Orders Enforcement Act, S.O. 1985, c.6. **Information Maintained:** Name, age, address, employment history, financial and tracing information. **Uses:** Monitor support payments and issue cheques; locate missing debtors, creditors, non-custodial parents; initiate enforcement action upon default as prescribed by the act. **Users:** Director, Support and Custody Enforcement Branch staff. Police have access to address and place of employment information and only when assisting enforcement staff in the course of a criminal investigation related to enforcement. **Individuals in Bank:** Debtors, creditors and dependents, custodial and non-custodial parents and children. **Retention and Disposal:** Not determined.

Criminal Law Division

The division is responsible for all criminal prosecutions. It provides legal advice to the Attorney General and the Deputy Attorney General in all criminal law matters; conducts prosecutions under the Criminal Code, federal and provincial statutes; prepares and argues all criminal appeals on indictable offences in the province; oversees private summary conviction prosecutions and intervenes in the interests of the community when required; and supervises and coordinates the activities of the Crown Attorneys in Ontario's 49 judicial districts. The division consists of the Crown Law Office-Criminal, and the Crown Attorneys Branches.

General Classes or Types of Records

Contain information on the administration of criminal justice.

Bail Estreat
Dockets
Inquest and Coroners' Investigations
Prosecutions
Provincial Offences Act - Implementation
Search Warrants

Manuals

Issued to counsel to provide direction and guidance on ministry policy, practices, and procedures.

Directives and Guidelines to Crown Attorneys/Crown Counsel
Prosecutor's Handbook

Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

Also contain information on criminal prosecutions or possible criminal prosecutions and related activities.

Constitutional Questions and Notices

Location: Crown Law Office-Criminal. **Legal Authority:** Criminal Code, R.S.C. 1970, c.C-34; Courts of Justice Act, S.O. 1984, c.11; Ministry of the Attorney General Act, R.S.O. 1980, c.271. **Information Maintained:** Name, nature of charge outstanding. **Uses:** Facilitate constitutional litigation. **Users:** Crown law officers and support staff. **Individuals in Bank:** Persons charged with offences. **Retention and Disposal:** 29 years after termination, then destroyed.

Extradition Applications

Location: Central Registry. **Legal Authority:** Criminal Code, R.S.C. 1970, c.C-34; Ministry of the Attorney General Act, R.S.O. 1980, c.271. **Information Maintained:** Name, address, employment history, record of convictions, nature of alleged offence. **Uses:**Facilitate extradition of offenders found outside of Canada.**Users:** Crown law officers and support staff. **Individuals in Bank:** Persons charged with offences. **Retention and Disposal:** 30 years, then transferred to archives.

Letters Rogatory and Commission Evidence

Location: Central Registry. **Legal Authority:** Criminal Code, R.S.C. 1970, c.C-34; Ministry of the Attorney General Act, R.S.O. 1980, c.271. **Information Maintained:** Name of accused, nature of charge outstanding, information about accused's role in offence. **Uses:** Maintain records of applications for letters rogatory or commission evidence. **Users:** Crown law officers and support staff. **Individuals in Bank:** Persons charged with offences where it is necessary to take evidence outside the trial forum. **Retention and Disposal:** 30 years, then transferred to archives.

Marriage Requests From Inmates

Location: Central Registry. **Legal Authority:** Criminal Code, R.S.C. 1970, c.C-34; Ministry of the Attorney General Act, R.S.O. 1980, c.271. **Information Maintained:** Name, address, previous convictions, nature of offence for which individual is currently incarcerated, fiancee's name and address. **Uses:** Decide whether or not marriage prejudices the due administration of justice. **Users:** Crown law officers and support staff. **Individuals in Bank:** Inmates of correctional institutions requesting to marry while in custody. **Retention and Disposal:** 30 years, then transferred to archives.

Ontario Court of Appeal or Supreme Court of Canada - Appeals

Location: Central Registry. **Legal Authority:** Criminal Code, R.S.C. 1970, c.C-34; Ministry of the Attorney General Act, R.S.O. 1980, c.271. **Information Maintained:** Name, address, employment history, record of convictions, nature and circumstances of charges disposed of at trial level. **Uses:** Facilitate litigation of appeals taken from trial proceedings. **Users:** Crown law officers and support staff. **Individuals in Bank:** Persons convicted or acquitted of offences. **Retention and Disposal:** 30 years, then transferred to archives.

Prosecution Case Files

Location: Crown Attorneys' offices throughout Ontario. **Legal Authority:** Criminal Code, R.S.C. 1970, c.C-34; Ministry of the Attorney General Act, R.S.O. 1980, c.271. **Information Maintained:** Name, age, address, family background, relationships to others, employment history, criminal record, fingerprint number, nature and circumstances of investigation and charges. **Uses:** Facilitate investigation and prosecution of criminal cases at all stages of proceedings. **Users:** Crown Attorneys, assistant Crown Attorneys and support staff. **Individuals in Bank:** Persons under investigation or charged with offences. **Retention and Disposal:** 25 years, then transferred to archives.

Requests for Crown Appeals

Location: Central Registry. **Legal Authority:** Criminal Code, R.S.C. 1970, c.C-34; Ministry of the Attorney General Act, R.S.O. 1980, c.271. **Information Maintained:** Name, age, address, employment history, family background, record of convictions. **Uses:** Assess appropriateness of launching Crown appeals. **Users:** Crown law officers and support staff. **Individuals in Bank:** Persons charged with offences. **Retention and Disposal:** 30 years, then transferred to archives.

Special Prosecutions

Location: Central Registry. **Legal Authority:** Criminal Code, R.S.C. 1970, c.C-34; Ministry of the Attorney General Act, R.S.O. 1980, c.271. **Information Maintained:** Name, address, criminal record, employment history, role and involvement of person under investigation, nature of charges. **Uses:** Facilitate the giving of advice to police agencies; facilitate litigation at trial level. **Users:** Crown law officers and support staff. **Individuals in Bank:** Persons under investigation or charged with offences. **Retention and Disposal:** 30 years, then transferred to archives.

Supreme Court Bail

Location: Central Registry. **Legal Authority:** Criminal Code, R.S.C. 1970, c.C-34; Ministry of the Attorney General Act, R.S.O. 1980, c.271. **Information Maintained:** Name, address, employment history, record of convictions, nature and circumstances of current charges. **Uses:** Facilitate litigation of reviews of detention orders or other judicial interim release orders, and of judicial interim release in the first instance before the Supreme Court of Ontario. **Users:** Crown law officers and support staff. **Individuals in Bank:** Persons charged with offences. **Retention and Disposal:** 30 years, then transferred to archives.

Supreme Court Motions

Location: Central Registry. **Legal Authority:** Criminal Code, R.S.C. 1970, c.C-34; Ministry of the Attorney General Act, R.S.O. 1980, c.271. **Information Maintained:** Name, nature and circumstances of charges. **Uses:** Facilitate litigation arising out of the Supreme Court's supervisory jurisdiction over inferior tribunals. **Users:** Crown law officers and support staff. **Individuals in Bank:** Persons charged with offences. **Retention and Disposal:** 30 years, then transferred to archives.

Transfer of Charges Between Provinces

Location: Central Registry. **Legal Authority:** Criminal Code, R.S.C. 1970, c.C-34; Ministry of the Attorney General Act, R.S.O. 1980, c.271. **Information Maintained:** Name, address, employment history, record of convictions, outstanding charges, role of accused in offence. **Uses:** Facilitate the transfer of charges between provinces for the purposes of disposition. **Users:** Deputy Attorney General, Crown law officers and support staff. **Individuals in Bank:** Persons charged with offences. **Retention and Disposal:** 30 years, then transferred to archives.

Transfer of Probation Orders

Location: Central Registry. **Legal Authority:** Criminal Code, R.S.C. 1970, c.C-34; Ministry of the Attorney General Act, R.S.O. 1980, c.271. **Information Maintained:** Name, employment history, address, family background, conviction. **Uses:** Facilitate the transfer of probation orders so that probation may be completed in another province. **Users:** Deputy Attorney General, Crown law officers, support staff. **Individuals in Bank:** Persons requesting to complete their probation orders in another province. **Retention and Disposal:** 30 years, then transferred to archives.

Wiretap Applications

Location: Crown Law Office-Criminal. **Legal Authority:** Criminal Code, R.S.C. 1970, c.C-34; Ministry of the Attorney General Act, R.S.O. 1980, c.271. **Information Maintained:** Name, address, employment, nature of suspected offence, authorization. **Uses:** Notify suspects as required by the Criminal Code; determine the relationship, if any, between various investigations and statistics. **Users:** Deputy Attorney General, Crown law officers and support staff. **Individuals in Bank:** Persons under investigation for suspected offences. **Retention and Disposal:** Not determined.

Legislative Counsel

Legislative Counsel provides advice, assistance and a complete service for drafting legislation and regulations for ministers of the Crown, government agencies, members of provincial parliament, and for private bills; prepares annual statute books; files and publishes Ontario regulations; and translates and publishes statutes and selected regulations in French.

General Classes or Types of Records

Contain drafts of bills, new legislation, amended legislation, regulations, and translations of statutes and regulations.

Bills (government, private members and private)
General Correspondence Files
Regulations
Translations

Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

Employment Application Inventory

Policy Development Division

The division provides research and analysis support on all aspects of the administration of justice in Ontario; reviews statutes administered by the ministry; develops the ministry's legislative program; advises the Attorney General and Deputy Attorney General during the legislative progress of bills; and represents the ministry on committees and task forces on human rights, race relations and the legislative responsibilities of the ministry. The division also administers the province's funding for the Ontario Legal Aid Plan.

General Classes or Types of Records

Contain records of proposals for legislation concerning statutes administered by the ministry, research and reference materials concerning those statutes (a list is found in the Ministry's Annual Report) and research and reference materials on human rights, race relations and legal aid and financial information on the Ontario Legal Aid Plan.

Human Rights
Legal Aid
Legislation
Native Issues
Ontario Human Rights Commission
Provincial Offences
Research

Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

Employment Application Inventory

Finance and Administration Division

The division provides common administrative services to support ministry programs in the areas of financial management and reporting, program analysis and evaluation, auditing, human resources, employment equity, information and computer systems, French language services, purchasing, records and forms management, research, the legal library. The division comprises: Accountant of the Supreme Court of Ontario; Audit Services Branch; Computer and Telecommunications Services Branch; Financial and Administrative Services Branch; Freedom of Information Office; Human Resources Branch including Employment Equity; French Language Services; and the Law Library.

General Classes or Types of Records

Contain information on general administrative and financial matters, personnel policies and procedures, policies and procedures for the implementation of bilingualism in the ministry, EDP and systems, and original research.

Acquisitions of Books and Subscriptions
Audit Projects
Crown Attorney's Office - Libraries
Federal-Provincial Agreements
Fees (rates of remuneration)
Public Institutions Inspection Panels - Reports
Research Files (by project)
Royal Commissions and Judicial Inquiries
Translations

Manuals

Issued to line managers and staff as appropriate to provide direction and guidance on administrative matters and ministry policy.

Audit Branch Manual
Human Resources Manual

Manual of Administration (Ministry of the Attorney General)

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained. Copies of parts of these banks may be held in line managers' offices.

Career Planning/Training
Central Attendance Recording System (CARS)
Employment Application Inventory
Employment Equity Program
Freedom of Information and Protection of Privacy Act Requests
General Employment History and Payroll Information
Grievances and Applications
Identity/Employee Card
Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)
Job Competitions
Library Users Lists
Medical Information (Personnel)
Ombudsman/Human Rights Commission
Parking Records
Performance Management
Travel/Expense Accounts
Workers' Compensation

Also contain information on individuals whose money held by the Supreme Court of Ontario and orf applicants for bilingual positions and employee relocation reimbursement.

Bilingual Recruitment - Test Results

Location: French Language Services Branch. **Legal Authority:** Public Service Act, R.S.O. 1980, c.418, s.4(c) s.6(1), and s.30(1)(c). **Information Maintained:** Name, address, results of testing for French-language fluency. **Uses:** Determine suitability for jobs requiring fluency in French. **Users:** Branch staff, Human Resources Branch. **Individuals in Bank:** Applicants. **Retention and Disposal:** Five years, then destroyed.

Designated Bilingual Positions

Location: French Language Services Branch. **Legal Authority:** Public Service Act, R.S.O. 1980, c.418, s.4(1)(c); French Language Services Act, S.O. 1986, c.45. **Information Maintained:** Name, position title for positions designated bilingual, classification code. **Uses:** Human resources planning; prepare reports to Office of Francophone Affairs. **Users:** Branch staff, Human Resources Branch. **Individuals in Bank:** Individuals occupying positions designated as bilingual. **Retention and Disposal:** Non-current lists destroyed within five years.

Employee Relocation Claims

Location: Financial and Administrative Services Branch. **Legal Authority:** Public Service Act, R.S.O. 1980, c.418, s.4(1) and s.5. **Information Maintained:** Name, address, Social Insurance Number, classification, financial transaction. **Uses:** Determine eligibility for reimbursement of relocation expenses. **Users:** Ministry management and accounting staff. **Individuals in Bank:** Employees seeking reimbursement for relocation expenses. **Retention and Disposal:** Three years, then destroyed.

Funds Held in Supreme Court of Ontario

Location: Accountant of the Supreme Court of Ontario. **Legal Authority:** Courts of Justice Act, S.O. 1984, c.11. **Information Maintained:** Name, address, date of birth, amount held to the credit of infants, mental incompetents, life tenants. **Uses:** Manage capital and income; make appropriate returns of information and taxes to relevant government agencies. **Users:** Accountant of the Supreme Court, Official Guardian, Public Trustee, legal profession, judiciary, legal agents and public. **Individuals in Bank:** Infants, mental incompetents, life tenants. **Retention and Disposal:** 50 years after final payment made, then destroyed.

Affiliated Agencies

Advisory Committee of Public Trustee on Investments

The committee supervises investments and other property dealings of the Public Trustee and makes suggestions and recommendations concerning the management and conduct of the Office of the Public Trustee. It reports annually on its performance to the Lieutenant Governor in Council.

General Classes or Types of Records

Contain the general administration records as described in Chapter II of this directory.

Personal Information Banks

None

Assessment Review Board

The board processes and schedules hearings for complaints and appeals against assessments, appeals against school support, and for the certification of the last revised assessment roll of each municipality in Ontario. It accepts appeals from decisions for transmittal to the Ontario Municipal Board.

General Classes or Types of Records

Contain the general administration records as described in Chapter II of this directory.

Personal Information Banks

Contain information related to hearings of the board which is used to monitor, control and process complaints and compile statistics.

Assessment Review Board Hearings (files and system documentation)

Location: Regional offices of the Assessment Review Board. **Legal Authority:** Assessment Act, R.S.O. 1980, c.31; Municipal Act, R.S.O. 1980, c.302. **Information Maintained:** Name, address, description of real property, assessment roll number, telephone number, personal opinions. **Uses:** Monitor, control and process complaints reviewed by the Assessment Review Board; produce statistical reports. **Users:** Administrative staff. **Individuals in Bank:** Complainants/appellants. **Retention and Disposal:** Five years, then destroyed.

Board of Negotiation

The board is an informal tribunal for property owners and expropriating authorities. It may act as a mediator to negotiate settlements when real property is expropriated and no agreement has been reached on compensation for the expropriation.

General Classes or Types of Records

Contain the general administration records as described in Chapter II of this directory.

Personal Information Banks

Contain information on meetings of the board and recommendations for compensation.

Board of Negotiation Meetings

Location: Board of Negotiation. **Legal Authority:** Expropriation Act, R.S.O. 1980, c.148. **Information Maintained:** Name, address, financial information about land that has been expropriated. **Uses:** Make recommendations for fair compensation; provide a reference source. **Users:** Chairman and office administrator. **Individuals in Bank:** Property owners. **Retention and Disposal:** Three years, then destroyed.

Criminal Injuries Compensation Board

The board is responsible for providing compensation to eligible applicants when injury or death occurs as a result of an unprovoked act of criminal violence. It administers the Compensation for the Victims of Crime Act. Hearings are held in Toronto and in other centres across the province at various times throughout the year.

General Classes or Types of Records

Contain information on the policies and operation of the board.

Board Orders Compendium
Cheque Production
Monthly Revenue Statements
Notices of Appeal
Subrogation Records

Manuals

Issued to provide guidelines on the Compensation for Victims of Crime Act, the Statutory powers Procedure Act, Manual of Practice on Administrative Law.

Criminal Injuries Compensation Board - Policy

Personal Information Banks

Contain information on claims for compensation under the Compensation for Victims of Crime Act.

Claims for Compensation - One-Time Payments and Periodic Payments

Location: Criminal Injuries Compensation Board. **Legal Authority:** Compensation for Victims of Crime Act, R.S.O. 1980, c.82. **Information Maintained:** Applicant's/victim's name, address, complete details of incident, all documentary evidence submitted. **Uses:** Determine whether or not compensation should be paid. **Users:** Members and staff of the Criminal Injuries Compensation Board, staff of the Crown Law Office. **Individuals in Bank:** Applicants for compensation, victims of crime. **Retention and Disposal:** 20 years after disposition of case, then destroyed; select files to archives.

Finance Committee for the Investment of Court Funds

The committee has three members appointed by the Lieutenant Governor in Council. The committee controls and manages the funds of the Supreme Court of Ontario and the securities in which they are invested.

General Classes or Types of Records

Contain the general administrative records as described in Chapter II of this directory.

Personal Information Banks

None

Office of the Public Complaints Commissioner

The office receives, records and investigates complaints from the public about police officers on the Metropolitan Toronto Police Force, and monitors and reviews the completed investigations and the decisions concerning discipline taken by the force. It may recommend changes in police practices and procedures and law. In the public interest, it can order that an independent civilian board of inquiry hold a public hearing into a case.

General Classes or Types of Records

Contain decisions of boards of inquiry, investigative files and legal research on complaints.

Boards of Inquiry Decisions
Investigative Files
Jurisdictional/Non-Jurisdictional Records of Contact
Legal Research

Personal Information Banks

Contain information on inquiries and complaints of misconduct under the Metropolitan Toronto Police Force Complaints Act, 1984, and decisions of boards of inquiry. Information is used to evaluate the appropriate action to be taken by the Office of the Public Complaints Commissioner.

Boards of Inquiry Hearings

Location: Office of the Registrar. **Legal Authority:** Metropolitan Toronto Police Force Complaints Act, S.O. 1984, c.63. **Information Maintained:** Complainant's name, address, telephone number, subject officer, witnesses. **Uses:** Conduct board hearings. **Users:** Registrar, counsel for Attorney General. **Individuals in Bank:** Complainants, subject officers. **Retention and Disposal:** Not determined.

Investigation Files

Location: Office of the Public Complaints Commissioner. **Legal Authority:** Metropolitan Toronto Police Force Complaints Act, S.O. 1984, c.63. **Information Maintained:** Name, identifying number, address, telephone number.

Uses: Determine facts and law relevant to the resolution of misconduct complaints. **Users:** Chief of Police, authorized personnel of Office of the Public Complaints Commissioner. **Individuals in Bank:** Complainants, subject officers. **Retention and Disposal:** Ten years, then transferred to archives.

Public Complaints - Appeals

Location: Office of the Registrar. **Legal Authority:** Metropolitan Toronto Police Force Complaints Act, S.O. 1984, c.63. **Information Maintained:** Complainant's name, subject officer. **Uses:** Maintain a record of appeals of decisions of boards of inquiry. **Users:** Registrar, authorized staff of Office of Public Complaints Commissioner, Counsel for Attorney General. **Individuals in Bank:** Complainants, subject officers. **Retention and Disposal:** Not determined.

Public Inquiries

Location: Office of the Public Complaints Commissioner. **Legal Authority:** Metropolitan Toronto Police Force Complaints Act, S.O. 1984, c.63. **Information Maintained:** Name, identifying number, address, telephone number. **Uses:** Record and respond to inquiries from the public that do not amount to allegations of misconduct. **Users:** Authorized staff, Office of the Public Complaints Commissioner. **Individuals in Bank:** Persons making inquiries. **Retention and Disposal:** Five years, then transfer to archives.

Ontario Law Reform Commission

The commission is responsible for reviewing the laws of Ontario, investigating matters relating to law reform, the administration of justice, and judicial and quasi-judicial procedures, and conducting legal research.

General Classes or Types of Records

Contain research papers, briefs and submissions, correspondence and documents used in preparing draft reports and bills for commission projects. Also contain draft reports and final reports as presented to the Attorney General.

Commission Projects

Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

Employment Application Inventory

Ontario Municipal Board

The board hears applications and appeals concerning municipal and planning matters (zoning bylaws, subdivision plans, official plans, consents and minor variances under the Planning Act), assessment appeals under the Assessment Act, land-compensation appeals under the Expropriations Act, and matters concerning municipal capital expenditures and debentures under the Municipal Act. The Ontario Municipal Board is an independent administrative tribunal.

General Classes or Types of Records

Contain information on applications to the board, decisions rendered, and administration.

Calendar Information
Case Files and Hearings Exhibits
Case Records Card Index and Applications Log Book
Computerized Information Retrieval System
Decisions
Municipal Debt Control

Manuals

Provide guidance on the processing of applications.

Applications under the Municipal Act
Assessments
Drainage Act
Hearings
Local Improvement Act
Ministry of Environment Projects
School Boards and Conservation Authorities

Personal Information Banks

None

Statutory Powers Procedure Rules Committee

The committee reviews the practices and procedures of administrative tribunals. It ensures that these bodies comply with the Statutory Powers Procedure Act and fair and proper administrative procedures.

General Classes or Types of Records

Contain recommendations regarding rules of procedure.

Consultations

Personal Information Banks

None

Public Records

Contain court records of the Supreme Court of Ontario, District Court, Surrogate Court and Provincial Court (Criminal, Family and Civil Divisions). Other than those records which have been ordered sealed or restricted by legislation, individual case files are available to the general public upon application.

Court Records

Purpose: Maintain records relevant to all matters commenced at the various court levels in Ontario. **Legal Authority:** Criminal Code, R.S.C. 1970, c.C-34; Young Offenders Act, S.C. 1980-81-82- 83, c.110; Courts of Justice Act, S.O. 1984, c.11; Surrogate Courts Act, R.S.O. 1980, c.491; Ministry of the Attorney General Act, R.S.O. 1980, c.271; Provincial Offenders Act, R.S.O. 1980, c.400. **Information Maintained:** Name, address, nature of charges laid or the matter in dispute, disposition of the case. **Retrievability:** Name of accused/litigant, court date, file number. **Retention and Disposal:** Six months to 40 years, then transferred to archives or destroyed. **Access Procedures:** Individuals requesting to view a specific court record should contact the court office where the matter was commenced. Court offices are located throughout the province. Refer to the blue pages of the public telephone directory for addresses and telephone numbers. There may be a fee for such access.

Access

Freedom of Information and Privacy Coordinator
Ministry of the Attorney General
5th Floor, 720 Bay Street
Toronto, Ontario
M5G 2K1
Telephone: (416) 326-4300

A public reading room for the review of manuals and other information is open during regular office hours on the fifth floor at 720 Bay Street, Toronto.

Cabinet Office

Head

Premier
Room 281, Legislative Building
Queen's Park
Toronto, Ontario
M7A 1A1
Telephone: (416) 965–1941

Mandate

Cabinet Office provides policy and administrative support for the Office of the Premier and the Cabinet (Executive Council), the official body that exercises the executive power of the Ontario Government. The office performs a coordinating function for the ministries, and comprises the Policy and Priorities Secretariat to the Policy and Priorities Board, Agenda Committee, and the Cabinet Committees on Justice, Native Affairs, Social Policy, Legislation, Regulations, Race Relations, Education, Training and Adjustment, Drug Abuse, Economic and Environmental Policy, Housing and Community Development, Northern Development, and Eastern Ontario. The Cabinet Office also provides policy and administrative support to the Government House Leader's office, and maintains and controls the government records of this office.

Organization

The Cabinet Office is in the process of reorganization. The interim structure comprises five divisions: Cabinet Operations; Policy and Priorities Secretariat; Corporate Issues Secretariat; Executive Council Secretariat; and the Office of the Organization of the Government Project.

Divisions

Cabinet Operations

Cabinet Operations provides operational support for the activities of Cabinet, its committees and Cabinet Office. Responsibilities include administration, overall responsibility for finance and human resource issues and computer operations. Cabinet Office also provides support in areas such as public engagements and public–sector appointments.

General Classes or Types of Records

Contain general administration records of Cabinet Office and Office of the Premier. The Ministry of Treasury and Economics maintains and administers the general finance and personnel records of Cabinet Office as described in Chapter II of this directory.

Cabinet Agendas, Minutes and Submissions

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained by the Ministry of Treasury and Economics on behalf of Cabinet Office.

Career Planning/Training
Central Attendance Recording System (CARS)
Employment Application Inventory
Employment Equity Program
Freedom of Information and Privacy Act Requests
General Employment History and Payroll Information
Grievances and Applications
Identity/Employee Card
Integrated Payroll, Personnel and Employee Benefits System(IPPEBS)
Job Competitions
Medical Information (Personnel)
Ombudsman/Human Rights Commission
Performance Management
Travel/Expense Accounts
Workers' Compensation

Policy and Priorities Secretariat

The secretariat provides policy advice and administrative support for Cabinet committees; handles policy issues, the annual allocation process, cross–sectoral items, and medium– and long–range planning; and liaises with and provides advice to the Premier, Cabinet, Cabinet committee chairs, the Secretary of Cabinet and ministries. The secretariat comprises four policy areas: Justice (including Native Affairs and Emergency Planning); Economic Policy (including Northern Development); Social Policy (including Race Relations); and a group serving the Policy and Priorities Board.

General Classes or Types of Records

Contain information relating to Cabinet committee meetings, and the coordination of cross–ministry policy issues.

Cabinet Committee Agendas, Reports, Briefing Notes
Correspondence
Government Allocations
Speech from the Throne

Manuals

Issued to government staff and staff of Cabinet Office asrequired.

Guidelines for Preparing Cabinet Submissions

Personal Information Banks

None

Corporate Issues Secretariat

The Corporate Issues Secretariat advises the Secretary of Cabinet on emerging trends and issues; provides support on cross–government issue management; and supports the Premier's Office in the handling of correspondence, public inquiries, and legislative business.

General Classes or Types of Records

Order Paper Questions
Public Correspondence

Personal Information Banks

Contain information concerning appointments to boards and commissions.

Appointments to Boards and Commissions

Location: Lieutenant–Governor–in–Council Appointments.
Legal Authority: Voluntary with consent to use described

below. **Information Maintained:** Name, address, resumes, letters of recommendation. **Uses:** Evaluate possible appointees; make and record appointments. **Users:** Premier, Cabinet ministers, senior staff of Cabinet Office. **Individuals in Bank:** Potential, current and former appointees to boards and commissions. **Retention and Disposal:** Not determined.

Executive Council Secretariat

The office provides secretariat services for the Cabinet Committees on the Agenda, Legislation and Regulations and provides for the coordination of matters proceeding from the Cabinet Committees and ministries. It administers the process and procedures for Orders in Council, regulations, petitions to Cabinet, Cabinet documents and liaison with the Office of the Lieutenant Governor.

General Classes or Types of Records

Orders in Council
Petitions to Cabinet

Personal Information Banks

Contain information concerning public service appointments and unsolicited applications for senior level positions.

Office of the Organization of Government Project

The office is responsible for leading an examination of the way the Ontario Government currently operates in order to improve the effectiveness of customer service and policy development.

General Classes or Types of Records

Contain information relating to the organization, structure and processes of government.

Personal Information Banks

None

Access

Freedom of Information and Privacy Coordinator
Cabinet Office
Room 2340, Whitney Block
99 Wellesley Street West
Toronto, Ontario
M7A 1W3
Telephone: (416) 963–2440

A public reading room for the review of manuals and other information is open during regular office hours in room 2340 of the Whitney Block, 99 Wellesley Street West, Toronto.

Office of the Premier

Head

Premier
Room 281, Legislative Building
Queen's Park
Toronto, Ontario
M7A 1A1
Telephone: (416) 965–1941

Mandate

The Office of the Premier provides staff support for the Premier of Ontario in his roles as head of the Executive Council and head of the Ontario Government and his party.

Organization

The Office of the Premier comprises: Premier's Personal Office; Office of the Chief of Staff, and Office of the Director of Operations.

Divisions

Premier's Personal Office

The office provides support to the Premier in daily scheduling, correspondence and constituency–related matters.

Office of the Chief of Staff

The office provides policy, legislative and communications support to the Office of the Premier.

Office of the Director of Operations

The office provides administrative support and community liaison services to the Office of the Premier and coordinates public engagements and appointments to government agencies, boards and commissions made by Orders in Council.

General Classes or Types of Records

Cabinet Office maintains information on appointments made by Orders in Council and on the Premier's public correspondence. The Ministry of Treasury and Economics and Cabinet Office maintain general administrative and financial records relating to the Office of the Premier as described in the introduction to this directory.

Personal Information Banks

None

Access

Freedom of Information and Privacy Coordinator
Cabinet Office
Room 2340, Whitney Block
99 Wellesley Street West
Toronto, Ontario
M7A 1A1
Telephone: (416) 965–2370

A public reading room for the review of manuals and other information is open during regular office hours in room 2340 ofthe Whitney Block, 99 Wellesley Street West, Toronto.

Cambrian College of Applied Arts and Technology

Head

Chair, Board of Governors
Collègge Cambrian College
1400 Barrydowne Road
Sudbury, Ontario
P3A 3V8
Telephone: (705) 566-8101

Mandate

Collègge Cambrian College is a vocationally oriented bilingual college of applied arts and technology which serves the Sudbury and Manitoulin/North Shore districts. It provides high quality and diverse educational opportunities in both English and French to young persons and adults with varying needs and abilities. In addition to post-secondary programs, the college offers a wide range of opportunities for employee renewal and upgrading and adult retraining.

Organization

The college is governed a Board of Governors which includes the college's President as an ex-officio member. The college is organized into two Academic Divisions, Student Services Division, and Finance and Administration Division and has campuses in Sudbury, Noelville, Espanola and Manitoulin/North Shore. Administrative headquarters are in Sudbury.

Divisions

Board of Governors

The Board of Governors is comprised of members appointed by the Council of Regents: 12 voting members from nominations representative of the region, as well as voting members elected from the college's student body, academic, administrative and support staff groups respectively. It is responsible for establishing college goals and policies and evaluating the operation of the college. The board has established three standing committees: Operations (Education), Administration (Property and Finance) and Comitéa des francophones.

General Classes or Types of Records

Contain information relating to the development of policy, the establishment of goals and objectives for the college, and the general direction of college operations.

Bylaws
Minutes of Board and Standing Committees
Policies

Personal Information Banks

None

President's Office

Reporting to the Board of Governors, the President is the Chief Executive Officer with full authority to manage and direct the business and affairs of the college. The following units report directly to the President: Public Affairs and Employment and Education Equity. The Cambrian Foundation is an independent organization that operates under the direction of the college.

General Classes or Types of Records

Contain information on the management of the college, the provision of information to the public on college affairs, and the college's employment and education equity program.

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Board of Governors Membership
Graduate and Alumni Records

Finance and Administration

The division is headed by a Vice-President and provides the college and all campuses with support services, including human resources management, physical resources and safety, campus administration, finance and accounting, research and planning, and computer services.

General Classes or Types of Records

Contain general administration records as described in Chapter II of this directory.

Manuals

Issued to staff, relating to budget and personnel procedures.

Budget Process Manual
Personnel Procedures Manual

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Employee Personnel, Payroll and Benefits Records
Health and Medical Records
Job Competitions and Applications
Ombudsman/Human Rights Commission
Professional Development
Teacher Workload Records (Standard Workload Form)
Workers' Compensation

Academic Division (College Programs)

The division is headed by the Vice-President, Academic, and delivers English educational programs in business, graphic arts, technology, hospitality, fashion, native studies, health sciences, language training, theatre arts, academic subjects, continuing education and business and industry training. In addition, the division provides special services such as operating the public dining room, dental clinic, health clinic, and day care centre; special services in support of the handicapped; international programs; and the administration of provincial/federal programs such as FUTURES, Ontario Training Strategy, Canadian Job Strategy. The division coordinates activities on campuses in Sudbury, Noelville, Espanola, and Manitoulin/North Shore.

General Classes or Types of Records

Contain operational records common to community colleges as described in Chapter II of this directory, relating to the development and delivery of academic programs, the operation of ancillary services listed above, outreach programs, and the delivery of government-sponsored programs.

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Day Care Registrants
Dental Clinic Patients
FUTURES Program Applicants and Participants
Ontario Basic Skills Program Trainees
Ontario Training Incentive Program Trainees
Tests, Examinations and Assessments

Division Académique (Programmes du Collègge)

The division is headed by the Vice-Président Académique and delivers French educational programs in business, technology, law and security, health sciences, community services, language training, continuing education and applied arts. In addition, the division provides such special service activities as translation, a day care centre, and the administration of provincial/federal programs such as FUTURES, Ontario Training Strategy and Canadian Job Strategy.

General Classes or Types of Records

Contain operational records common to community colleges as described in Chapter II of this directory, relating to the development and delivery of academic programs, the operation of ancillary services listed above, and the delivery of government- sponsored programs.

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Co-op, Work Term, Final Job Placements
Day Care Registrants
Dental Clinic Patients
FUTURES Program Applicants and Participants
Tests, Examinations and Assessments

Student Services

This division is headed by a Vice-President and provides the college and all campuses with a variety of student registrations and support services in English and French. In addition the division provides services such as a learning resources centre, a counselling centre, a residence for students and a career planning and placement centre.

General Classes or Types of Records

Contain operational records common to community colleges as described in Chapter II of this directory, relating to the provision of student services.

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Co-op, Work Term, Final Job Placements
Health and Medical Records
Graduate and Alumni Records
Library Users Lists
Ontario Student Assistance Program
Scholarships and Awards
Student Appeals (disciplinary, administrative, academic)
Student Applications
Student Athletics and Fitness Programs
Student Counselling
Student Registration and Academic History
Vocational Testing and Counselling

Access

Freedom of Information and Privacy Coordinator
Collègge Cambrian College
1400 Barrydowne Road
Sudbury, Ontario
P3A 3V8
Telephone: (705) 566-8101

A public reading room for the review of manuals and other information is open during regular office hours at 1400 Barrydowne Road, Sudbury.

Canadore College of Applied Arts and Technology

Head

Chairman, Board of Governors
Canadore College of Applied Arts and Technology
P.O. Box 5001
North Bay, Ontario
P1B 8K9
Telephone: (705) 474-7600

Mandate

Canadore College offers educational training programs that relate to the career needs of the students and to the skill needs of the industries served by the college, within the context of evolving provincial and national training strategies.

Organization

The College is governed by a 17-member Board of Governors and is organized under the President into the following divisions: Instruction, Student Services and Marketing, and Administration. The College has five campuses, four in North Bay and one in Sturgeon Falls. Administrative headquarters are in North Bay.

Divisions

Board of Governors

The Board of Governors, appointed by the Council of Regents and area municipalities, establishes College goals and policies. The board has established three standing committees: Finance, Property and Personnel.

General Classes or Types of Records

Contain information relating to the development of policy, the establishment of goals and objectives for the college, and the general direction of college operations.

Bylaws
Minutes of Board and Standing Committees
Policies

Personal Information Banks

None

President's Office

Appointed by and responsible to the Board of Governors, the President is Chief Executive Officer responsible for managing the operations of the college. The Canadore Foundation, established to provide an avenue for contributions, bequests, grants and gifts to support activities and programs, reports to the President.

General Classes or Types of Records

Contain information on the management of the college and the coordination of fundraising activities.

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Board of Governors Membership
Graduate and Alumni Records

Academic Division

The Dean of Instruction is responsible for the development and delivery of all academic programs: Business, Computer/Technology, Aviation and Engineering, Applied and Secretarial Arts, General Studies, Health Sciences, and Part-Time Studies. In addition, this division delivers special services such as the Canadore School of Hospitality Dining Room, Dental Clinic and administers provincial/federal programs such as FUTURES, Ontario Training Strategy and the Canadian job Strategy. Computer Services, Instructional Development and Media Services are also in this division.

General Classes or Types of Records

Contain operational records common to community colleges as described in Chapter II of this directory, relating to the development and delivery of academic programs, the operation of ancillary services listed above, and the delivery of government- sponsored programs. Also contain the following records.

Evaluation Files for Community-Based Training Programs
Performance-Based Teacher Education Files
Workshop and Conference Files

Manuals

Issued to staff relating to the accreditation of students in health sciences programs.

Accreditation Procedures - Checklist and Documentation

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Co-op, Work Term, Final Job Placements
FUTURES Program Applicants and Participants
Ontario Basic Skills Program Trainees
Ontario Training Incentive Program Trainees
Teacher Workload Records (Standard Workload Form)

Student Services and Marketing

The Dean of Student Services and Marketing is responsible for athletics, community and secondary school liaison, counselling, public relations and information, financial aid for students, health services, job placement, registration, library and student records.

General Classes or Types of Records

Contain operational records common to community colleges as described in Chapter II of this directory, relating to the provision of student services, outreach programs, and the enrollment and registration of students.

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Health and Medical Records
Library Users Lists
Ontario Student Assistance Program
Student Applications
Student Athletics and Fitness Programs
Student Counselling
Student Registration and Academic History
Vocational Testing and Counselling

Administrative Division

The Executive Director of Administration provides the college with a variety of support services, including the Campus Shop, finance and accounting, purchasing, personnel, plant and property management, the student residence, security, professional development and the Entrepreneurship Centre.

General Classes or Types of Records

Contain general administration records as described in Chapter II of this directory.

Manuals

Issued to staff relating to management and personnel policies for the college.

College Policy Manual

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Employee Personnel, Payroll and Benefits Records
Ombudsman/Human Rights Commission
Workers' Compensation

Also contain information on clients of the Entrepreneurship Centre.

Entrepreneurship Centre Client Files

Location: Entrepreneurship Centre. **Legal Authority:** Ministry of Industry and Trade Act, S.O. 1982, c.31; Ministry of Colleges and Universities Act, R.S.O. 1980, c.272. **Information Maintained:** Name, address, telephone number, product/business/project description, record of courses taken and results. **Uses:** Maintain a record of centre clients; document assistance provided; document client achievement in centre courses. **Users:** Centre staff, Nipissing University. **Individuals in Bank:** Clients. **Retention and Disposal:** Not determined.

Access

Freedom of Information and Privacy Coordinator
Canadore College of Applied Arts and Technology
100 College Drive
North Bay, Ontario
P1B 8K9
Telephone: (705) 474-7600

A public reading room for the review of manuals and other information is open during regular office hours in the library at the Main Campus, 100 College Drive, North Bay.

Centennial College of Applied Arts and Technology

Head

Chairperson, Board of Governors
Centennial College of Applied Arts and Technology
P.O. Box 631, Station A
Scarborough, Ontario
M1K 5E9
Telephone: (416) 694-3241

Mandate

The mission of Centennial College is to educate students for career success.

Organization

Centennial College is governed by a 17-member Board of Governors including President who is an ex-officio member and secretary-treasurer. The college is organized into the Office of the President and five main areas: Business Services; Marketing and College Services; Instructional Services; Student Services; and Staff Services. There are three major teaching campuses in Scarborough. One non-teaching location housing the Bibliocentre and a number of smaller training satellites are situated in the east end of Metropolitan Toronto.

Divisions

Board of Governors

Appointed by the Council of Regents, the board is comprised of representatives from business, education and industry, as well as members elected by the faculty, administration, support staff and students. The board governs the college, and provides guidance and leadership with respect to policy and direction of the college. The board has three major standing committees: the Executive Committee, the Management Committee and the Finance and Property Committee.

General Classes or Types of Records

Contain information relating to the development of policy, the establishment of goals and objectives for the college and the general direction of college operations.

Bylaws
Minutes
Policies

Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

Board of Governors Membership

Office of the President

The President, as Chief Executive Officer, oversees the management and direction of college operations. The Office of the President provides administrative support to the Board of Governors and President and directs strategic planning activities and operational reviews.

General Classes or Types of Records

Contain information on the management of the college, the coordination of fundraising activities and the provision of information to the public regarding college affairs.

Personal Information Banks

None

Academic

The Academic area is responsible for all academic functions of the college, and is divided into the Schools of Applied Arts, Business, Communications and General Studies, Continuing Education and Skills Development, Engineering Technology, Health Sciences and Transportation.

General Classes or Types of Records

Contain operational records common to community colleges as described in Chapter II of this directory, relating to the development and delivery of academic programs.

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Day Care Registrants
FUTURES Program Applicants and Participants
Innovation Centre Clients, Registrants and Users
Ontario Training Incentive Program Trainees
Teacher Workload Records (Standard Workload Form)
Tests, Examinations and Assessments
Vocational Testing and Counselling

Student Services

This area has responsibility for providing a full range of services to students including admissions, registrations, placement, counselling, health services, cooperative education, financial aid, awards, bursaries, student life, special needs and resource centres.

General Classes or Types of Records

Contain operational records common to community colleges as described in Chapter II of this directory, relating to the provision of student services, student enrolment and registration and certain human resource management functions.

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Co-op, Work Term, Final Job Placements
Graduate and Alumni Records
Health and Medical Records
Library Users Lists
Ontario Student Assistance Program
Scholarships and Awards
Student Appeals (disciplinary, administrative, academic)
Student Applications
Student Athletics and Fitness Programs

Student Counselling
Student Registration and Academic History

Also contain information on special needs for students.

Student Special Needs

Location: Counselling Office. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272. **Information Maintained:** Name, student number, referrals, record of needs and accommodation. **Uses:** Assess, refer and accommodate students for learning environment. **Users:** Special Needs counsellors and staff. **Retention and Disposal:** Not determined.

Human Resources

This area is accountable for providing a full range of Personnel Services to the college and the employees. In addition, the department provides services to staff in the areas of employment equity, affirmative action and professional development.

General Classes or Types of Records

Contain human resource management records common to community colleges as described in Chapter II of this directory.

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Employee Personnel, Payroll and Benefits Records
Job Competitions and Applications
Ombudsman/Human Rights Commission
Professional Development
Teacher Workload Records (Standard Workload Form)
Workers' Compensation

Financial Services

This area provides financial services including budget administration, accounting, auditing and planning support. The division is also responsible for the college's computer services, purchasing, receiving, asset control and the Management Information System.

General Classes or Types of Records

Contain general administrative records as described in Chapter II of this directory.

Personal Information Banks

None

Marketing and College Services

This area provides all services related to the physical resources of the college including parking, plant maintenance, building and renovation, bookstore and food services, as well as marketing and communications and the Bibliocentre.

General Classes or Types of Records

Contain operational records common to community colleges relating to the operation of ancillary services listed above as well as general administrative records, as described in Chapter II of this directory.

Personal Information Banks

None

Strategic Planning

This area is responsible for the ongoing development of the strategic plan and strategic management process, which sets directions and establishes priorities for the future of the college.

General Classes or Types of Records

Contain information relating to the development of policy and the establishment of goals and objectives for the college.

Personal Information Banks

None

Access

Freedom of Information and Privacy Coordinator
Centennial College of Applied Arts and Technology
P.O. Box 631, Station A
Scarborough, Ontario
M1K 5E9
Telephone: (416) 694-3241, ext. 4325

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A public reading area for the review of manuals and other information is open during regular office hours in the Resource Centres located in each of the three major campuses: Progress Campus, 41 Progress Court, Scarborough; Warden Woods Campus, 651 Warden Avenue, Scarborough; and Ashtonbee Campus, 75 Ashtonbee Road, Scarborough.

Ministry of Citizenship

Head

Minister of Citizenship
5th Floor, 77 Bloor Street West
Toronto, Ontario
M7A 2R9
Telephone: (416) 965-6202

Mandate

The Ministry of Citizenship, through a variety of programs, promotes a harmonious society with full participation of people of all cultures and races in the social, economic and cultural life of the province.

Organization

The ministry is comprised of the Race Relations Directorate, the Citizenship Development Branch, Field Services Branch, the Native Community Branch, Policy Services Branch, and two agencies. The ministry's head office is in Toronto with offices in 16 locations and five Ontario Welcome House locations across the province. The Ontario Human Rights Commission and the Ontario Advisory Council on Multiculturalism and Citizenship report to the Minister of Citizenship. Administrative and operational support services including communications and marketing are provided by the Ministry of Culture and Communications.

Divisions

Policy Services Branch

Responsible for policy development, strategic planning and evaluation, issue analysis and the provision of advice for the minister and senior management. It is comprised of the Strategic Planning and Evaluation Unit and the Policy Development Unit. Through its Ethnocultural Data Base the branch acquires, compiles, analyzes and disseminates statistical information on the culturally and racially diverse population of Ontario within and outside government.

General Classes or Types of Records

Contain information relating to Cabinet committee meetings of which the minister is a member, program evaluations, environmental information for strategic planning, policy development initiatives (e.g., discussion papers), census and immigration statistical information on ethnocultural composition of the province, patterns of residential settlement, sociodemographic characteristics, information pertaining to mother tongue, ethnic origin, place of birth and religion.

Cabinet Committee Documents
Cabinet Submissions
Correspondence
Discussion Papers
Multiculturalism Policy Documentation
Ontario Human Rights Boards of Inquiry
Research and Evaluation Studies

Personal Information Banks

None

Citizenship Development Branch

Responsible for programs which foster equal opportunity, appreciation, understanding and respect among the people of Ontario and their communities.

General Classes or Types of Records

Contain information on programs and services that support citizenship development, newcomer settlement and integration, language training and orientation, and multicultural initiatives. Also contain general administration records as described in Chapter II of this directory.

Interpreter Services and Training Program Grants
Multicultural Workplace Program Coordination Grants
Newcomer Services Publications/Resources
Ontario Welcome House Nursery School and English as a Second Language (ESL) Administration and Settlement Services
Volunteer Service and Outstanding Achievement

Personal Information Banks

Contain information concerning individuals who make use of Citizenship Development Branch programs.

Children Information Records - Ontario Welcome House (OWH) Nursery School

Location: Citizenship Development Branch. **Legal Authority:** Ministry of Citizenship and Culture Act, S.O. 1982, c.6. **Information Maintained:** Name, address, client number, date of birth, country of origin, mother tongue, medical history, attendance consultations, profile of parents. **Uses:** Administer day care programs. **Users:** OWH nursery school staff. **Individuals in Bank:** Children of immigrants, refugees attending adult language classes. **Retention and Disposal:** Four years, then destroyed.

Outstanding Achievement and Volunteer Service Awards

Location: Citizenship Development Branch. **Legal Authority:** Ministry of Citizenship and Culture Act, S.O. 1982, c.6. **Information Maintained:** Name, address, name of organization, record of service. **Uses:** Determine, identify and publicize award recipients. **Users:** Program staff, news media (for award recipients). **Individuals in Bank:** Nominees and recipients of awards. **Retention and Disposal:** Ten years, then transferred to archives.

Ontario Welcome House (OWH) Client Files

Location: OWH Settlement Services and regional offices. **Legal Authority:** Ministry of Citizenship and Culture Act, S.O. 1982, c.6. **Information Maintained:** Name, address, sex, marital status, country of origin, children, education, mother tongue, client number. **Uses:** Determine eligibility for benefits and settlement needs of immigrants and refugees. **Users:** OWH staff. **Individuals in Bank:** Immigrants and refugees who are clients of OWH. **Retention and Disposal:** Three years, then destroyed.

Student Information Records, English as a Second Language (ESL) School

Location: Citizenship Development Branch. **Legal Authority:** Ministry of Citizenship and Culture Act, S.O. 1982, c.6. **Information Maintained:** Name, address, age, sex, employment, education, occupation in country of origin, immigrant status, medical information, class information. **Uses:** Administration. **Users:** ESL school staff. **Individuals in Bank:** Immigrants and refugees to Ontario who have attended language classes. **Retention and Disposal:** Four years, then destroyed.

Field Services Branch

The branch is responsible for the delivery of citizenship programs through regional offices across the province.

General Classes or Types of Records

Contain information relating to the funding of organizations which support citizenship development. Also contain general administration records as described in Chapter II of this directory.

Citizenship Development Grants
Community Facilities Improvement Program Grants
Community Project Grants
Ontario Settlement and Integration Program Grants (formerly Multicultural Service Grants Program and newcomer Language/Orientation Classes Grants)

Personal Information Banks

None

Native Community Branch

The branch provides consultative services through a network of field offices to Ontario's Native communities and organizations. Consultants work with communities to develop and implement needed programs and services identified by Ontario's Native people.

General Classes or Types of Records

Contain information that supports cultural heritage preservation initiatives, relates to the social, cultural and economic development of the Native community in Ontario. Also contain general administration records as described in Chapter II of this directory.

Native Community Branch Grants Analysis Data Base, Community Grants
Native Program Administration and Projects and Services Grants Program
Native Small Business Centres Program
Northern Native Business Internship Program
Northern Native Small Business Program
Northern Native Small Business Development Program Data Base
Ontario Native Community Infrastructure Program
Ontario Native Community Infrastructure/Native Small Business Centres Program Data Base
Ontario Native Economic Support Program
Ontario Native Economic Support Program Data Base

Manuals

Issued to all Native Community Branch consultants, managers and grants unit staff to provide direction on the branch base grants and outline policies and procedures.

Native Community Branch Grants Manual
Native Community Branch Economic Development Manual
Northern Native Small Business Development Program Manual
Ontario Community Infrastructure/Native Small Business Centres Program Manual

Personal Information Banks

Contain information concerning individuals who apply to Native Community Branch programs.

Northern Native Small Business Development Program

Location: Native Community Branch. **Legal Authority:** Ministry of Northern Affairs Act, R.S.O. 1980, c.286, s.8. **Information Maintained:** Name of individual and/or business, address, Social Insurance Number, education, personal and business finances (income, assets, liabilities, net worth, financial history or activities, credit worthiness), Northern Native Small Business Development Program grants, evaluation information. **Uses:** Verify program eligibility; program planning; prepare program management reports. **Users:** Native Community Branch staff, program managers, program review committee members, auditors. **Individuals in Bank:** Native persons resident in northern Ontario (Status, Non-status, Metis, Inuit), northern businesses (sole proprietorships, partnerships, corporations, cooperatives). **Retention and Disposal:** Not determined.

Race Relations Directorate

Responsible for policies and programs which promote the participation of racial minority group members in the economic and social life of the province. Promotes the implementation of employment equity for racial minorities; provides conflict resolution services and race relations training and program development in the public and private sectors.

General Classes or Types of Records

Contain information regarding programs established to promote economic and social equity for racial minorities. Also contain general administration records as described in Chapter II of this directory.

Manuals

Issued to all support and professional staff of the headquarters office of the directorate to provide direction on the administrative procedures of the unit.

Administration Unit Manual

Personal Information Banks

Contain personal information relating to race relations programs.

Race Relations Directorate Community Case Files

Location: Race Relations Directorate. **Legal Authority:** Ministry of Citizenship and Culture Act, S.O. 1982, c.6. **Information Maintained:** Name, address, correspondence between parties to a dispute. **Uses:** Assist in resolving conflict situations; develop public education programs and race relations policies. **Users:** Race Relations Directorate staff. **Individuals in Bank:** Community members and institutional representatives involved in race relations disputes or proactive projects. **Retention and Disposal:** 20 years, then transferred to archives.

Affiliated Agencies

Ontario Advisory Council on Multiculturalism and Citizenship

Advises the government of Ontario on matters pertaining to multiculturalism and citizenship.

General Classes or Types of Records

Contain information relating to council's advice to the government of Ontario on matters relating to multiculturalism and citizenship, the promotion of the concept of multiculturalism, and general administration. Also contain general administration records as described in Chapter II of this directory.

Advisory Services/Liaison
Council Committees and Task Groups
Policy Reference
Research/Resources/Projects
Studies, Reports and Surveys

Manuals

Issued to council members and staff relating to administrative policy and procedures.

Policies and Administrative Procedures Manual for Council Members
Staff Office Practices and Administrative Procedures Manual

Personal Information Banks

Contain resumes and reference letters for council members, and resumes of community volunteers who have expressed an interest in assisting council's endeavours and who may become suitable applicants for a public service appointment.

Potential and Current Council Member Records

Location: Ontario Advisory Council on Multiculturalism and Citizenship. **Legal Authority:** Order in Council 2125/84. **Information Maintained:** Name, address, telephone number, education, employment experience, voluntary support and sensitivity to multicultural needs. **Uses:** Maintain record of council membership; identify potential council members; maintain contact with communities. **Users:** OACMC support staff and minister's office. **Individuals in Bank:** Potential candidates and current appointees. **Retention and Disposal:** Not determined.

Ontario Human Rights Commission

Administers the Ontario Human Rights Code and formulates policies on all issues affecting human rights in the province. The commission implements programs of compliance, conciliation and race relations with employers, unions, landlords, suppliers of services, goods and facilities, trade or occupational associations and self-governing professions, at the request of complainants. Conducts research and public education on the provisions and principles of the Code.

General Classes or Types of Records

Contain information on procedures and programs. Also contain general administration records as described in Chapter II of this directory.

Projects and Resources
Policy/Guideline Reports for Interpreting the Code,
Procedural Reports

Personal Information Banks

Contain information related to public inquiries and complaints filed with the commission.

Complaint Case Files - Register and Index

Location: Ontario Human Rights Commission and district offices. **Legal Authority:** Human Rights Code 1981, c.53, as amended. **Information Maintained:** Complainant's and respondent's name and address, section of the code allegedly violated, investigation reports, conciliation reports, disposition of case, special program and exemption investigation reports and disposition. **Uses:** Investigate and resolve individual or commission-initiated complaints of alleged violations; review special program and exemption requests. **Users:** Commission staff, commissioners, commission counsel. **Individuals in Bank:** Complainants alleging violations of the Human Rights Code, persons making inquiries. **Retention and Disposal:** 15 years, then transferred to archives.

Access

Freedom of Information and Privacy Coordinator
Ministry of Citizenship
4th Floor, 77 Bloor Street West
Toronto, Ontario
M7A 2R9
Telephone: (416) 965-3012

A public reading room for the review of manuals and other information is open from 10:00 a.m. until 4:00 p.m., Monday to Friday in the Library/Resource Centre on the ninth floor at 77 Bloor Street West, Toronto.

Access for the Ontario Human Rights Commission

Freedom of Information and Privacy Coordinator
Ontario Human Rights Commission
400 University Avenue
Toronto, Ontario
M7A 2R9
Telephone: (416) 965-7454
TDD: (416) 965-6871

A public reading room for the review of manuals and other information is open during regular business hours on the 11th floor at 400 University Avenue, Toronto.

Ministry of Colleges and Universities

Head

Minister of Colleges and Universities
22nd Floor, Mowat Block
900 Bay Street
Toronto, Ontario
M7A 1L2
Telephone: (416) 965-5277

Mandate

The Ministry of Colleges and Universities' goal is to enable Ontario to meet its social and economic challenges by ensuring that the people and the province are provided with opportunities for excellent, relevant and accessible post-secondary education and by supporting research and the development of technological competence.

The ministry receives its mandate from the Ministry of Colleges and Universities Act. It carries out its mandate by developing policies and programs related to the funding of universities and colleges, regulating the colleges and private vocational schools in accordance with applicable statutes, and administering financial assistance to eligible students.

Organization

The ministry comprises two major divisions: Universities and Research Support Division and Colleges and Student Support Division. Legal Counsel, Corporate Planning and Services, Communications, and Francophone Affairs units report to the deputy minister's office. The Ministry of Education provides support services.

Divisions

Deputy Minister's Office

The following units report to the deputy minister's office: Legal Counsel; Corporate Planning and Services which provides policy, planning and information support for corporate policy- making, coordinates the provision of financial and administrative services and administers the Freedom of Information and Privacy Program; Communications which advises on communication plans and strategies; and Francophone Affairs which advises on policies regarding post-secondary education programs and services in the French language.

General Classes or Types of Records

Contain general administration and operational records as described in Chapter II of this directory.

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

- Career Planning/Training
- Central Attendance Recording System (CARS)
- Employment Application Inventory
- Employment Equity Program
- Freedom of Information and Protection of Privacy Act Requests
- General Employment History and Payroll Information
- Grievances and Applications
- Identity/Employee Card
- Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)
- Job Competitions
- Library Users Lists
- Medical Information (Personnel)
- Ombudsman/Human Rights Commission
- Performance Management
- Travel/Expense Accounts
- Workers' Compensation

Also contain information on student grants and applications to community colleges.

Combined University Student Information System and University Affairs Report (USIS-UAR)

Location: Corporate Planning and Services Branch. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272; Statistics Act (Canada), 1970-71, c.15. **Information Maintained:** Student identification code, Social Insurance Number (when provided), institution attended, sex, date of birth, marital status, mother tongue, citizenship/legal status in Canada, geographic source of student, registration and program, formula grant indicators. **Uses:** Determine allocation of formula operating grants to eligible Ontario universities; prepare summaries for management and planning purposes. **Users:** Ministry staff, Statistics Canada, reporting post-secondary institutions. **Individuals in Bank:** Students enrolled in programs/courses in provincially assisted Ontario universities. **Retention and Disposal:** Not determined.

Ontario Colleges of Applied Arts and Technology (CAAT) Applications System

Location: Corporate Planning and Services Branch. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272. **Information Maintained:** Name, sex, date of birth, postal code, citizenship status, application type, education and college area, first/second/third college and program choice indicators. **Uses:** Monitor community college applicants for management and planning purposes. **Users:** Ministry staff, reporting post-secondary institutions. **Individuals in Bank:** Applicants to Ontario Colleges of Applied Arts and Technology. **Retention and Disposal:** Paper - one year, then destroyed; computer - not determined.

Universities and Research Support Division

Administers provincial grants to Ontario universities; implements policy decisions related to universities, including matters pertaining to research; acts as liaison with the Ontario Council on University Affairs; coordinates and develops policies concerning international activities in post-secondary institutions; coordinates health sciences education programs in colleges, universities and other institutions; and evaluates and establishes requirements for teacher training programs in Ontario universities.

General Classes or Types of Records

Contain information on universities and university-related institutions, and concerning admissions, programs, services for students with a disability, Native students and faculty.

- Advisory Boards
- Capital Grants Policy and Administration
- Degree Granting Policy
- Enrolment Statistics
- Formula Operating Grants Policy and Administration
- Health Sciences Programs Policy and Administration
- Legislation and Legislative Acts
- Ontario Teacher's Certificate Courses and Additional Teacher Certification Qualifications

Manuals

Issued to govern the distribution of the Ontario Government's operating grants to universities and university-related institutions.

Personal Information Banks

None

Colleges and Student Support Division

Ensures the efficient and effective delivery of programs in the colleges of applied arts and technology; is responsible for overall planning and policies for colleges; distributes operating and capital grants to the colleges; regulates private vocational schools; and provides financial assistance to eligible students studying at post-secondary institutions.

General Classes or Types of Records

Contain information on the administration, operation and financing of colleges and private vocational schools, and on the general operations of the division's programs by college.

- Academic Collective Agreement, Distribution Data of Staff, Level of Qualification, Salaries, Allowances
- Affirmative Action/Employment Equity Reports by Abella Categories, by College and for System
- Collective Bargaining Records
- College Annual Reports
- College Financial Statements
- College Program Proposal
- College Reports on Operational Reviews
- College Terms and Conditions of Employment for Administrative Staff
- Enrolment and Student Statistics
- Francophone Services in Colleges
- Index of Arbitration Awards
- Operating and Capital Grants
- Pay Practice Reports
- Private Vocational Schools Administration, Investigation and Enforcement, Registration and Financial Records
- Support Collective Agreement, Distribution Data of Staff, Salaries, Classification, Hours of Work

Manuals

Issued to ministry and/or college staff to assist in the administration of colleges, reporting of college information, calculating of operational and capital grants to colleges, and administration of student award programs.

- Academic Classification Plans
- Aird Scholarship
- Annual Numbered Memoranda
- Arbitration Processing
- Benefits Administration
- Bursary Program for Francophones Outside Quebec
- Bursary Program for Teachers in French Language Instructional Units
- Calculations of Annual Operating Grants
- Capital Requirements Guidelines
- College Annual Report Guidelines
- College Operational Review Guidelines
- College Operations - Computer Information Manuals
- College Support Staff Job Evaluation Manual
- Fellowship for Studying in French
- French Language Project Guidelines
- Guidelines for Reporting Enrolment for Funding Purposes
- Hay Benchmark Manual (Administrative Classification Manual)
- Hay Guidelines (Administrative Classification Guidelines)
- John Charles Polanyi Prizes
- Joint Educational Qualifications Subcommittee
- Ontario Graduate Scholarship
- Ontario-Quebec Exchange Fellowship Program
- Ontario Student Assistance Program - Policies and Procedures Queen Elizabeth II Scholarship
- Sir John A. MacDonald Graduate Fellowship in Canadian History
- Summer Language Bursary Program
- Teachers' Summer Bursary Program
- William G. Davis Student Award

Personal Information Banks

Contain administrative and statistical information on college staff and students, information on owners of private vocational schools, and information used to determine eligibility for a variety of assistance programs.

Aird Scholarship

Location: Student Awards Branch. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272. **Information Maintained:** Name, address, Social Insurance Number, sex, citizenship, residence history, education, nature of disability, extracurricular activities and interests, career goals, confidential letters of recommendation, medical certificate, physicians' letters. **Uses:** Determine eligibility for scholarships. **Users:** Staff and management of the Student Awards Branch, selection committee members, Ministry of Intergovernmental Affairs staff and management. **Individuals in Bank:** Physically disabled students seeking financial assistance for studies at a recognized post-secondary institution. **Retention and Disposal:** Four years, then destroyed.

Bursary Program for Francophones Outside Quebec

Location: Student Awards Branch. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272. **Information Maintained:** Name, Social Insurance Number, address, sex, date of birth, marital status, parents' address, citizenship, education, employment history, dietary needs, mother tongue. **Uses:** Determine eligibility for financial assistance. **Users:** Staff and management of the Student Awards Branch, Secretary of State staff and management, staff at current or previous institution, staff of proposed educational institution. **Individuals in Bank:** Students, whose mother tongue is French, seeking financial assistance for studies in French. **Retention and Disposal:** Five years, then destroyed.

Bursary Program for Teachers in French Language Instructional Units

Location: Student Awards Branch. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272. **Information Maintained:** Name, Social Insurance Number, address, sex, telephone number, level of teaching, date of issue of Ontario Teaching Certificate or Letter of Standing, name of school, name of principal, name of school board, proposed course and language of instruction, and proof of registration at university, course results. **Uses:** Determine eligibility for financial assistance of teachers taking university credit courses leading to first degree. **Users:** Staff and management of the Student Awards Branch, French Language Education, Ministry of Education. **Individuals in Bank:** Teachers seeking financial assistance. **Retention and Disposal:** Five years, then destroyed; select files to archives.

College Data System - Staff Positions, Salaries of Staff Positions, Students

Location: Financial Support Section. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272. **Information Maintained:** Staff positions - identification number, citizenship, previous teaching experience, academic or professional qualifications, current job information, collective bargaining and workload information, salaries; students' college, identification number, sex, date of birth, citizenship, visa status, home address, preferred language of instruction, mother tongue, marital status, number of dependents, parents' education level, education, previous institution attended, college area, entrance qualifications, term of attendance, registration (campus, department, program and level), termination data, starting salary after graduation, destination after graduation. **Uses:** Provide aggregate statistical analyses and comparisons of college employees and students. **Users:** Ministry and college staff, Council of Regents staff, Statistics Canada, other authorized researchers. **Individuals in Bank:** College employees and students. **Retention and Disposal:** Not determined.

College Faculty Submissions for Salary Progression

Location: Staff Relations/Benefits Section. **Legal Authority:** Appendix I of Collective Agreement for Academic Employees. **Information Maintained:** Employee name, information and documents on step progression problem and resolution of problem. **Uses:** Record complaints concerning faculty classification/step progression and resolution. **Users:** Ministry staff. **Individuals in Bank:** College academic employees. **Retention and Disposal:** Not determined.

College Position Benefits

Location: Staff Relations/Benefits Section. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272. **Information Maintained:** Employee name, information and documents on benefit problem, resolution of problem. **Uses:** Record problems concerning benefits to college staff and resolution. **Users:** Staff Relations/Benefits Section staff. **Individuals in Bank:** College employees. **Retention and Disposal:** Five years, then transferred to archives.

College Position Employee Information

Location: Staff Relations/Benefits Section. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272. **Information Maintained:** Name of college, date of birth, sex, salary, Hay points, position title, college employment date, position employment date, record reference number, audit reference number (in some cases). **Uses:** Provide analyses of pay practices for the colleges' administrative staff. **Users:** Staff Relations/Benefits Section staff. **Individuals in Bank:** College administrative employees. **Retention and Disposal:** Not determined.

College Rights Arbitration Awards

Location: Staff Relations/Benefits Section. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272. **Information Maintained:** Employee name, grievance form, arbitration award. **Uses:** Record problems concerning academic and support staff collective agreements. **Users:** Ministry staff, legal counsel, college employees. **Individuals in Bank:** College academic and support staff. **Retention and Disposal:** Ten years, then transferred to archives.

Fellowships for Studying in French

Location: Student Awards Branch. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272. **Information Maintained:** Name, address, telephone number, Social Insurance Number, sex, date of birth, citizenship, residence history, education, mother tongue, preferred language of correspondence, other activities (work, travel, etc.), language of instruction, proposed program of study, name of institution, other financial assistance, transcripts. **Uses:** Determine eligibility for financial assistance. **Users:** Staff and management of Student Awards Branch, selection committee members. **Individuals in Bank:** Students seeking financial assistance for post-secondary studies in French. **Retention and Disposal:** Five years, then destroyed; select files to archives.

John Charles Polanyi Prizes

Location: Student Awards Branch. **Legal Authority:** Order in Council 3285/86. **Information Maintained:** Name, address, Social Insurance Number, discipline area, sponsoring university. **Uses:** Provide award. **Users:** Staff and management of Student Awards Branch. **Individuals in Bank:** Prize winners. **Retention and Disposal:** Four years, then destroyed.

Ontario Graduate Scholarship Program

Location: Student Awards Branch. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272. **Information Maintained:** Name, maiden name, address, telephone number, Social Insurance Number, date of birth, sex, citizenship, mother tongue, preferred language of correspondence, education, proposed program of study and name of institution, current studies, previous studies, other scholarships held, transcripts, plan of study, recommendations and ranking provided by university department. **Uses:** Determine eligibility for financial assistance. **Users:** Student Awards Branch staff and management, graduate schools staff, selection board members, selection committee members. **Individuals in Bank:** Students seeking financial assistance for studies at the graduate level. **Retention and Disposal:** Four years, then transferred to archives.

Ontario Graduate Scholarship Selection Board

Location: Student Awards Branch. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272. **Information Maintained:** Name, address, telephone number, institution, expenses of past and present board members. **Uses:** Select board and panel members. **Users:** Student Awards Branch staff and management, selection board members. **Individuals in Bank:** Faculty members at Ontario universities seeking appointment to selection board or panels. **Retention and Disposal:** Not determined.

Ontario-Quebec Exchange Fellowship Program

Location: Student Awards Branch. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272. **Information Maintained:** Name, address, telephone number, Social Insurance Number, date of birth, citizenship, mother tongue, preferred language of correspondence, education, intended program of study and name of institution, language of instruction, other financial assistance, transcripts, confidential letters of recommendation. **Uses:** Determine eligibility for financial assistance. **Users:** Student Awards Branch staff and management, University Relations Branch staff and management, selection committee members. **Individuals in Bank:** Students seeking financial assistance for graduate level studies at a university in Quebec. **Retention and Disposal:** Four years, then transferred to archives.

Ontario Restricted List (grant overpayments and loan defaults)

Location: Student Awards Branch. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272. **Information Maintained:** Name, Social Insurance Number, amount of default, reason for restriction, date restriction placed. **Uses:** Determine eligibility for financial assistance. **Users:** Student Awards Branch staff. **Individuals in Bank:** Students overpaid by student assistance programs or who have defaulted on loan repayments and grant overpayments. **Retention and Disposal:** Not determined.

Ontario Student Assistance Program

Location: Student Awards Branch. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272. **Information Maintained:** Name, Social Insurance Number, address, age, sex, marital status, residency status, education, employment history, income and assets of applicant, parents, sponsors, spouse. **Uses:** Determine eligibility for the Ontario Study Grant Plan, the Canada Student Loans Plan, or the Ontario Students Loans Plan. **Users:** Branch staff. **Individuals in Bank:** Students seeking financial assistance. **Retention and Disposal:** 10 years, then destroyed.

Ontario Student Assistance Program - Private Vocational and Out- of-Province Students

Location: Student Awards Branch. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272. **Information Maintained:** Name, Social Insurance Number, address, age, sex, marital status, citizenship, education, employment history,income and assets of applicant, parents, sponsors, spouse. **Uses:** Determine eligibility for Ontario Study Grant Plan, the Canada Student Loans P1an, or the Ontario Student Loans Plan. **Users:** Branch staff. **Individuals in Bank:** Students seeking financial assistance. **Retention and Disposal:** One year, then destroyed.

Ontario Student Assistance Program Appeal Board - Operational Files

Location: Student Awards Branch. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272. **Information Maintained:** Board decisions on students, information on board members (name, address, telephone number, Social Insurance Number), board sittings, board members' oaths. **Uses:** Document decisions made to provide advice to the minister. **Users:** Appeals clerks and senior appeals clerks, Appeals Section manager and assistant. **Individuals in Bank:** Students and members of the board. **Retention and Disposal:** Students' information - ten years, then destroyed; board members' files - duration of term, then destroyed.

Ontario Student Loan Accounting

Location: Student Awards Branch. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272. **Information Maintained:** Name, Social Insurance Number, amount of loans, bank where loan resides. **Uses:** Accounting for loan guarantee, interest payments. **Users:** Student Awards Branch staff, banks. **Individuals in Bank:** Students with Ontario Student Loans. **Retention and Disposal:** Ten years, then destroyed.

Ontario Special Bursary Plan

Location: Student Awards Branch. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272. **Information Maintained:** Name, Social Insurance Number, address, sex, date of birth, citizenship, residence history, marital status, income, number of children, education, and work history. **Uses:** Determine eligibility for the Ontario Special Bursary Plan. **Users:** Student Awards Branch staff. **Individuals in Bank:** Students seeking financial assistance for academic upgrading programs or part-time courses at post-secondary institutions. **Retention and Disposal:** Five years, then destroyed; select files to archives.

Ontario Work-Study Plan

Location: Student Awards Branch. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272. **Information Maintained:** Name, Social Insurance Number, student number, address, citizenship, provincial residence, on-campus employment records, family income data. **Uses:** Payment for employment. **Users:** Student Awards Branch staff. **Individuals in Bank:** Students seeking part-time employment while attending post- secondary institutions. **Retention and Disposal:** Five years, then destroyed; select files to archives.

Private Vocational School Review Board - Members' Biographical Material

Location: Private Vocational School Review Board. **Legal Authority:** Private Vocational Schools Act, R.S.O. 1980, c.392. **Information Maintained:** Biographical information on board members such as current and past employment, educational background, voluntary work and contributions to the community, etc. **Uses:** Publish information on board members. **Users:** Board members, ministry staff. **Individuals in Bank:** Board members. **Retention and Disposal:** Ten years, then transferred to archives.

Private Vocational Schools Information

Location: Private Vocational Schools Unit. **Legal Authority:** Private Vocational Schools Act, R.S.O. 1980, c.392. **Information Maintained:** Name, address, residency status, previous employment history, current business affiliations and financial status, declaration by applicant (regarding status with respect to bankruptcy, unpaid judgments, criminal offences, etc.), names and addresses of shareholders and designation of shares, names and addresses of referees, bibliography of members of the Private Vocational School Review Board. **Uses:** Determine eligibility for registration as a private vocational school and annual renewal of registration. **Users:** Ministry officers and staff. **Individuals in Bank:** Officers, instructors, directors, franchisees of schools that are currently registered, in process of registering or recently closed. **Retention and Disposal:** Five years following school closure, then destroyed.

Queen Elizabeth II Scholarship

Location: Student Awards Branch. **Legal Authority:** Order in Council 4464/59. **Information Maintained:** Name, address, Social Insurance Number, name of university where enrolled. **Uses:** Issue scholarship cheques. **Users:** Student Awards Branch staff and management. **Individuals in Bank:** Students seeking financial assistance for studies at the doctoral level. **Retention and Disposal:** Four years, then transferred to archives.

Revenue Recovery Reassessment (3R) Program

Location: Student Awards Branch. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272. **Information Maintained:** Social Insurance Numbers, personal income data from Revenue Canada, Taxation, for applicant, parents, sponsors, spouse. **Uses:** Verify income data supporting applications for need-based assistance. **Users:** Branch staff. **Individuals in Bank:** Applicants, parents, sponsors, spouses. **Retention and Disposal:** Not determined.

Sir John A. Macdonald Graduate Fellowship in Canadian History

Location: Student Awards Branch. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272. **Information Maintained:** Name, address, Social Insurance Number, marital status, date of birth, citizenship, residence history, education, intended program of study, name of institution, resume of projected research, transcripts and confidential letters of recommendation. **Uses:** Determine eligibility for financial assistance. **Users:** Student Awards Branch staff and management, head or officer representing the head of candidate's university, selection committee members. **Individuals in Bank:** Students seeking financial assistance for studies at the doctoral level. Retention and Disposal: Four years, then transferred to archives.

Student Awards Investigators' Records

Location: Student Awards Branch. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272. **Information Maintained:** Recommendations for prosecution, police reports, investigation reports from other government agencies, court decisions. **Uses:** Prosecution of fraud and misrepresentation. **Users:** Student Awards Branch staff and management. **Individuals in Bank:** Individuals charged under the Criminal Code or Canada Student Loans Act. **Retention and Disposal:** Added to student master file for ten years, then destroyed.

Student Awards Verification Data

Location: Student Awards Branch. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272. **Information Maintained:** Miscellaneous correspondence, telephone records, allegations of fraud or misrepresentation, information collected from other agencies and individuals to verify income sources, assets, school attendance, employment records and accuracy of application. **Uses:** Determine correct entitlement; prosecution. **Users:** Student Awards Branch staff and management, police agencies. **Individuals in Bank:** Students alleged to have committed fraud or misrepresentation. **Retention and Disposal:** Added to student master file for ten years, then destroyed.

Summer Language Bursary Program

Location: Student Awards Branch. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272. **Information Maintained:** Name, address, telephone number, Social Insurance Number, date of birth, sex, citizenship, education, employment history, special dietary needs, name, address, telephone number of student's parents, student's evaluation of course. **Uses:** Determine eligibility for financial assistance. **Users:** Student Awards Branch staff, management and staff of accredited summer language bursary institutions. **Individuals in Bank:** Students seeking financial assistance for second-language immersion courses. **Retention and Disposal:** Current only, then destroyed; select files to archives.

Teachers' Summer Bursary Program

Location: Student Awards Branch. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272. **Information Maintained:** Name, address, telephone number, Social Insurance Number, mother tongue, preferred language of correspondence, sex, name of course and institution, category of teacher, receipts for tuition and accommodation, letter of support from supervisory official and transcripts. **Uses:** Determine eligibility for financial assistance. **Users:** Student Awards Branch staff and management. **Individuals in Bank:** Teachers seeking financial assistance for courses taken in French. **Retention and Disposal:** Four years, then destroyed; select files to archives.

William G. Davis Student Award

Location: Student Awards Branch. **Legal Authority:** External trust agreement for the William G. Davis Student Award Fund. Information voluntarily submitted by individuals in bank for uses described below. **Information Maintained:** Name, address, telephone number, sex, education, proposed program of study, name of institution, parents' names, addresses, telephone numbers, employment history with the Ontario government, letter of application, transcripts, confidential letters of recommendation. **Uses:** Determine eligibility for financial assistance. **Users:** Student Awards Branch staff and management, trustees of the William G. Davis Student Award Fund, selection committee members. **Individuals in Bank:** Children of Ontario Crown employees seeking financial assistance for post-secondary studies. **Retention and Disposal:** Four years, then transferred to archives.

Affiliated Agencies

Advises the Ontario Council on University Affairs on the funding of new graduate and professional programs offered by the universities.

General Classes or Types of Records

This agency maintains no records.

Personal Information Banks

None

Centres of Entrepreneurship Advisory Committee

The mandate of this committee is to monitor the performance of the Centre of Entrepreneurship, to carry out the evaluation of the centres, and to make recommendations to the Minister of Colleges and Universities regarding the future of the program.

General Classes or Types of Records

Contain information related to the centres' activities.

Personal Information Banks

Contain information relating to committee members.

Centres of Entrepreneurship Advisory Committee - Members' Biographical Material

Location: Research Support and International Activities Branch. **Legal Authority:** Order in Council 2831/87. **Information Maintained:** Academic background, employment history, address and other biographical material relating to each member of the committee. **Uses:** Determine eligibility for appointment. **Users:** Ministry staff, minister's staff. **Individuals in Bank:** Potential members of the committee. **Retention and Disposal:** Ten years, then transferred to archives.

College Relations Commission

Monitors the bargaining process between the Ontario Council of Regents for Colleges of Applied Arts and Technology and the Ontario Public Service Employees Union (OPSEU).

General Classes or Types of Records

Contain information related to collective bargaining.

Personal Information Banks

Contain information related to commission members.

Grievances of Academic and Support Staff of the Ontario Public Service Employees' Union for College Employees

Location: College Relations Commission. **Legal Authority:** Colleges Collective Bargaining Act, R.S.O. 1980, c.74. **Information Maintained:** Awards of arbitrators, collective agreements. **Uses:** Review precedents and arbitral jurisprudence. **Users:** Commission members and staff, lawyers, students, unions. **Individuals in Bank:** Academic and support staff grievors of the Ontario Public Service Employees' Union. **Retention and Disposal:** Two years, then transferred to archives.

Ontario Council of Regents for Colleges of Applied Arts and Technology

Advises the Minister of Colleges and Universities on matters related to the college system; responsible for negotiations on behalf of colleges regarding collective agreements with academic and support staff; and appoints boards of governors for the colleges.

General Classes or Types of Records

Contain information of a general nature about the college system.

Collective Bargaining
Recommendations to Minister

Personal Information Banks

Contain information related to nominations for appointments to boards of governors and biographical material on council members.

Boards of Governors - External Nomination Files

Location: Council of Regents Office. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272. **Information Maintained:** Name, address, telephone number, occupation, education, public or professional organization experience. **Uses:** Determine appointments to colleges' boards of governors. **Users:** Council members and staff. **Individuals in Bank:** Nominees to colleges' boards of governors. **Retention and Disposal:** Four years, then destroyed.

Council of Regents - Members' Personal Files

Location: Council of Regents Office. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272. **Information Maintained:** Biographical information on council members such as current and past employment, education, contributions to education. **Uses:** Publish information on council members. **Users:** Council staff. **Individuals in Bank:** Council members. **Retention and Disposal:** Not determined.

Ontario Council on University Affairs

The council advises the Minister of Colleges and Universities and the Lieutenant Governor in Council on matters pertaining to the university system, including the allocation of funds, graduate and professional program approvals and the Ontario Graduate Scholarship Fund. The Council is composed of a full- time chairman and 19 part-time members.

General Classes or Types of Records

Contain information relating to the council's advisory activities.

Minutes of Meetings
Submissions to the Minister

Personal Information Banks

Contain biographical files on council members and members of its Academic Advisory Committee.

Academic Advisory Committee - Members' Curricula Vitae

Location: Ontario Council on University Affairs. **Legal Authority:** Order in Council 1805/82. **Information Maintained:** Biographical information on committee members such as current and past employment, education, publication record and scholarly activities. **Uses:** Provide information on committee's composition. **Users:** Council staff. **Individuals in Bank:** Committee members. **Retention and Disposal:** Ten years, then transferred to archives.

Ontario Council on University Affairs - Members' Personal Records

Location: Ontario Council on University Affairs. **Legal Authority:** Order in Council 2477/74. **Information Maintained:** Biographical information on council members such as current and past employment, education and publication records. **Uses:** Provide information on council's composition. **Users:** Council staff. **Individuals in Bank:** Council members. **Retention and Disposal:** Ten years, then transferred to archives.

Ontario Graduate Scholarship Selection Board

Provides advice and recommendations to the Minister of Colleges and Universities concerning the policies and administration of the Ontario Graduate Scholarship program and selects successful candidates for funding under the program.

General Classes or Types of Records

This agency maintains no records.

Personal Information Banks

None

Ontario Student Assistance Appeal Board

Advises the Minister of Colleges and Universities on financial assistance given applicants to the Ontario Student Assistance Program.

General Classes or Types of Records

This agency maintains no records.

Personal Information Banks

None

Private Vocational School Review Board

Conducts hearings under the Private Vocational Schools Act, as required, concerning the granting, renewal, revocation or suspension of school registrations.

General Classes or Types of Records

Contain information on board hearings.

Personal Information Banks

None

University Research Incentive Fund Selection Committee

Makes recommendations to the Minister of Colleges and Universities concerning the awarding of research grants.

General Classes or Types of Records

Contain information related to the development of recommendations.

Personal Information Banks

Contain information related to applications for research grants.

University Research Incentive Fund

Location: University Research Incentive Fund Selection Committee. **Legal Authority:** Orders in Council 124/85, 3170/86, 113/88 and 787/89. **Information Maintained:** Researcher's name, address, education, employment history, awards, institution, corporate partner, size and nature of corporation, sales volume, research capacity nature of research proposed and potential economic benefit to Ontario. **Uses:** Make recommendations to the Minister of Colleges and Universities concerning the awarding of grants. **Users:** Ministry staff, selection committee members, external reviewers. **Individuals in Bank:** Research project team members. **Retention and Disposal:** Ten years, then transferred to archives.

University Research Incentive Fund Selection Committee - Members' Personal Records

Location: Research Support and International Activities Branch. **Legal Authority:** Orders in Council 124/85, 3170/86, 113/88 and 787/89. **Information Maintained:** Academic background, employment history, addresses and other biographical material relating to each committee member. **Uses:** Determine eligibility for appointment to the committee. **Users:** Ministry staff, minister's staff. **Individuals in Bank:** Committee members. **Retention and Disposal:** Ten years, then transferred to archives.

Access

Freedom of Information and Privacy Coordinator
Corporate Planning and Services
Ministry of Colleges and Universities
11th Floor, 790 Bay Street
Toronto, Ontario
M5G 1N8
Telephone: (416) 963-2070

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A public reading room for the review of manuals and other information is open during regular office hours on the thirteenth floor of the Mowat Block, 900 Bay Street, Toronto.

Ministry of Community and Social Services

Head

Minister of Community and Social Services
6th Floor, Hepburn Block
80 Grosvenor Street
Toronto, Ontario
M7A 1E9
Telephone: (416) 965-2341

Mandate

The ministry provides temporary and long-term help for Ontarians with special needs. Programs and services, including financial assistance, residential care and professional counselling, are available to adults, children, families, and physically and developmentally handicapped persons. These services are provided by directly operated programs and through a system of transfer payments to independent agencies.

Organization

The ministry is organized into five divisions, each headed by an assistant deputy minister. In addition, there are two independent branches reporting to the deputy minister, and a Legal Services Branch. The main office is in Toronto and there are four regional administration offices. The public is served directly through area offices, community offices, and institutional facilities. Refer to the list at the end of this chapter for addresses.

Divisions

Community Services Division

The Community Services Division is responsible for the development of policies and programs for children.

General Classes or Types of Records

Contain information on policies, administration, and projects related to service delivery (e.g., service needs, program design, and implementation issues concerning services for children and Natives).

Personal Information Banks

None

Family Services and Income Maintenance Division

The division is responsible for programs to assist families, individuals and disabled persons who are in financial need or who require support services, child care (day care) or employment services. There are three branches: Income Maintenance, Child Care, and Community Services.

General Classes or Types of Records

Contain information on policies, administration, and projects related to service delivery.

Child Care Direct Operating Grants Data
Day Nurseries Information System
Emergency Shelter and Assistance Program Data
Employability Agreement Programs (records and statistics)
Employment Opportunities Program (records and statistics)
Family Benefits Programs
General Welfare Assistance Programs
Legal Aid Assessment Staff Cost
Program Development Fund
Work Activity Program
Work Incentive Programs

Personal Information Banks

Contain information on clients in order to monitor and plan programs.

Wage Policy Pilot Project

Location: Community Services Branch, Thunder Bay, North Bay and London area offices. Refer to the list at the end of this chapter for addresses. **Legal Authority:** Ministry of Community and Social Services Act, R.S.O. 1980, c.273, s.6. **Information Maintained:** Surname and initial, sex, date of birth, income source, type of activity, hours in each activity, hourly income rate, monthly earnings, pay category, minimum wage equivalent, gross pay, net pay, social assistance payment and supplementary payment. **Uses:** Record eligibility; determine rate of social assistance payments and/or supplementary payments; analyze financial impact of policy. **Users:** Income Maintenance Branch, Income Maintenance officers and supervisors, Community Services Branch, Financial Planning and Corporate Analysis Branch and Designated Service Providers, Wage Policy coordinators and clerks, area managers and District Service managers. **Individuals in Bank:** Disabled persons participating in pilot wage policy projects. **Retention and Disposal:** Not determined.

Finance and Administration Division

The division is responsible for providing policy direction and support in the areas of human resources, financial planning and management, federal-provincial cost-sharing, employment equity, freedom of information and protection of privacy, audit functions and administrative services for the ministry. Comprises five branches: Financial Planning and Corporate Analysis; Capital and Administrative Services; Financial Services; Human Resources; Comprehensive Audit and Review, plus Special Projects and Human Resources Head Office Unit.

General Classes or Types of Records

Contain information on policies and procedures concerning personnel and financial matters, administrative reviews and audits.

Audit and Operational Review
Capital Commitments and Projection Information System
Capital Grants (construction, acquisition and renovation of provincially subsidized facilities)
Cheque Replacement Monitoring System
Federal-Provincial Cost-Sharing
Freedom of Information and Protection of Privacy Act
Youth Employment Program - Administration

Manuals

Issued to ministry staff responsible for personnel, financial and administrative matters.

- Capital Projects
- Cost-Sharing
- Financial Administration
- Freedom of Information and Protection of Privacy Act
- Policies and Procedures Guidelines
- Standard Agreements Manual

Issued to staff responsible for direct interaction with ministry clients and agencies to provide detailed procedures and guidelines for the administration of ministry programs.

- Adoption
- Case Information Disclosure
- Children in Care of Children's Aid Societies and Probation Services
- Children's Aid Societies Service Plan (budget policies and procedures)
- Children's Manual (vols. 1 and 2 - legislation)
- Children's Residential Group Care - Licensing
- Claims Examination Procedures - Family Benefits
- Comprehensive Income Maintenance Systems Caseworker (vols. 1 and 2)
- Manual
- Credit Counselling
- Custody (Care and Supervision of Young Persons in Places of Custody)
- Day Nurseries
- Detention (Operation of a Detention Home Program)
- Developmentally Handicapped - Residential Services
- Eligibility Review (family benefits)
- Family Benefits - Policy and Procedural Guidelines
- Family Services
- Foster Care Licensing
- General Welfare Assistance - Legal Aid Test
- General Welfare Assistance - Policy Guidelines
- Income Maintenance Officer's Training
- Integrated Records - Family Benefits
- Internal Directives and Guidelines - Child Care Services
- Legal Aid Assessment
- Legislation - Adults
- Legislation - Children (vols. 1 and 2)
- Legislation - Income Maintenance
- Northern Districts (family benefits)
- Parental Support Workers Operating Guidelines
- Private Home Daycare
- Probation (Care and Supervision of Young Persons in
- Ministry Youth Corrections Programs)
- Purchase of Counselling Services
- Residential Services - Senior Citizens
- Resources Curriculum for Supervisors of Income Maintenance
- Special Needs and Services
- Special Services At Home
- Support Services for the Physically Disabled
- Vocational Rehabilitation (vols. 1 and 2)

Personal Information Banks

The following common personal information banks as described in the introduction to this directory are maintained.

- Career Planning/Training
- Central Attendance Recording System (CARS)
- Employment Equity Program
- Freedom of Information and Protection of Privacy Act Requests
- General Employment History and Payroll Information
- Grievances and Applications
- Integrated Payroll, Personnel, and Employee Benefits System (IPPEBS)
- Job Competitions
- Medical Information (Personnel)
- Ombudsman/Human Rights Commission
- Parking Records
- Performance Management
- Travel/Expense Accounts
- Workers' Compensation

Also contain information on clients and employees.

Disabilities Initiatives Applicant Data Base

Location: Human Resources Branch. Refer to the end of this chapter for addresses. **Legal Authority:** Ontario Human Rights Code, S.O. 1981, c.53, s.13(1). **Information Maintained:** Name, Social Insurance Number, address, education, special training, career interests, nature of disability, special accommodation required. **Uses:** Match individual's education, work history and career interests with available positions in the ministry. **Users:** Employment Equity Section and ministry Human Resources staff and line managers. **Individuals in Bank:** Job seekers with disabilities from the general public and from within the Civil Service. **Retention and Disposal:** One year, then reactivation or disposal.

Family Benefits - Main Pay List

Location: Financial Services Branch. Refer to the end of this chapter for addresses. **Legal Authority:** Family Benefits Act (FBA), R.S.O. 1980, c.151, s.9 and s.11. **Information Maintained:** File number, name, address, case classification, OHIP coverage, number of beneficiaries, amount of rent subsidies, amount of cheque and cheque number. **Uses:** Verify payments made; federal audit. **Users:** Financial Services Branch staff, Income Maintenance Operations Division staff. **Individuals in Bank:** Recipients of family benefits. **Retention and Disposal:** Six years, then destroyed subject to federal audit.

Information Systems and Applied Technology Division

The division is responsible for technology planning, support and training, information systems development and management, and support for local computer and telecommunications needs. Comprises three branches: Strategic Systems Development; Technology Support; and Program Technology.

General Classes or Types of Records

Contain information on projects, computer systems, computer programs, records management and the security of automated records.

- Adoption Statistics
- Agency Correspondence
- Child Advocacy Information System - Facility Statistics
- Children in Adult Psychiatric Facilities - Statistics
- Children's Aid Society - Quarterly Reports

Credit Counselling Services - Statistics
Day Nurseries Information System
Developmentally Handicapped - Database System for Programs
Developmentally Handicapped - Work Activity System
Elderly Services - Inventory of Adults Social Service Programs
Elderly Services - Management, Operational, and Planning Support System
Elderly Services - Nurses and Homemakers Systems
Employment Opportunities Program - Expenditure Monitoring (agencies)
Family Violence Prevention - Budgets/Expenditures
Group Homes Registry
Homes for the Aged - Annual Statistical Reports
Private Home Day Care Statistics

Personal Information Banks

Contain information on the ministry's and funded agencies' clients in various programs.

Basic Life Skills Scale

Location: Prince Edward Heights, Huronia Regional Centre, Southwestern Regional Centre. Refer to the end of this chapter for addresses. **Legal Authority:** Developmental Services Act, R.S.O. 1980, c.118. **Information Maintained:** Client name, scores on basic life skills scale, social functioning, moral awareness, physical status, services currently received. **Uses:** Provide basis to measure resident's progress; develop individual program plans and training programs. **Users:** Developmental Services staff. **Individuals in Bank:** Residents at Huronia Regional Centre, Prince Edward Heights and Southwestern Regional Centre. **Retention and Disposal:** Under review.

Canada Assistance Plan - Billing

Location: Technology Support Branch. Refer to the end of this chapter for addresses. **Legal Authority:** Developmental Services Act, R.S.O. 1980, c.118; Ministry of Community and Social Services Act, R.S.O. 1980, c.273, s.6. **Information Maintained:** Resident's name, name of facility, number of days of care in schedule I and II facilities for each fiscal year. **Uses:** Bill Canada Assistance Plan on behalf of developmentally handicapped residents. **Users:** Developmental Services staff. **Individuals in Bank:** Residents of facilities for the developmentally handicapped. **Retention and Disposal:** Various - up to six years, then destroyed.

Child Advocacy Information System

Location: Technology Support Branch. Refer to the end of this chapter for addresses. **Legal Authority:** Child and Family Services Act, S.O. 1984, c.55. **Information Maintained:** Name code, date of birth, sex, wardship status, placement, admission, transfer and discharge dates, facility name, type of placement and related data. **Uses:** Track children in the children's residential care network; provide regular and ad hoc facility reports to plan and manage cases and resources. **Users:** Ministry staff responsible for providing children's services. **Individuals in Bank:** Children in care in residential and non-residential licensed/funded programs (e.g., children's aid societies, young offenders' programs, children's mental health centres). **Retention and Disposal:** Various - up to three years, then destroyed. The data bank is no longer active; no input since November 1989.

Comprehensive Income Maintenance System

Location: Technology Support Branch. Refer to the end of this chapter for addresses. **Legal Authority:** Family Benefits Act, R.S.O. 1980, c.151, s.9 and s.11; General Welfare Assistance Act, R.S.O. 1980, c.188, s.4 and s.9. **Information Maintained:** Surname, address, telephone number, date of birth, marital status, dependants, income, budgetary expenses, medical codes, employment information, support payment details, Social Insurance Number, OHIP number, case activity. **Uses:** Record eligibility; determine rate of social assistance payments; administer income maintenance programs; program evaluation. **Users:** Income Maintenance management, Caseworkers, municipalities delivering family benefits, general welfare, and work incentive payments. **Individuals in Bank:** Recipients of family benefits, general welfare, or work incentive payments. **Retention and Disposal:** Various - up to seven years, then destroyed.

Facilities for the Developmentally Handicapped - Residential Statistical System

Location: Technology Support Branch. Refer to the end of this chapter for addresses. **Legal Authority:** Developmental Services Act, R.S.O. 1980, c.118. **Information Maintained:** Resident's personal identifier, date and reason for admission, clinical assessment, communication and sensory capacities, physical capacities, life skills assessments. **Uses:** Plan resources in communities to meet needs of discharged developmentally handicapped clients; facility operations budgeting and control. **Users:** Developmental Services staff and policy analysts. **Individuals in Bank:** Clients of facilities for the developmentally handicapped. **Retention and Disposal:** Various - up to three years, then destroyed. The data bank is no longer active; no input since June 1988.

Operations Division

The division is responsible for the delivery of all ministry programs. Comprises: the Operational Coordination Branch; the regional, area and community offices and directly operated facilities. The Operational Coordination Branch is responsible for strategic management, agency support and program coordination for the division, and includes the Chaplaincy, Adoptions and French Language Services offices. Service delivery is managed through regional directors and area managers. Ministry facilities serve clients directly.

General Classes or Types of Records

Contain information on the delivery of services by ministry offices and by funded independent agencies and municipalities.

Operational Coordination Branch

Child Abuse Prevention - Grants and Training Programs
French Language Services
Multi-Year Plan Nursing Home Placement Monthly Statistics
Program Management - Support Data

Regional Offices

Program Planning and Support Information

Area Offices

- Family Benefits Assistance
- Family Benefits Cheque Replacement
- Field Workers' Weekly Reports
- General Welfare Assistance
- Licensing - Children's Programs/Agencies
- Municipal Chargebacks
- Municipal Purchase of Counselling
- Transfer Payment Agencies (project funding proposals, budget approvals, subsidy claims)
- Transfer Payment Programs Administration - Adult Social Services
- Transfer Payment Programs Administration - Children's Services
- Transfer Payment Programs Administration - Developmental Services (adults and children)
- Vocational Rehabilitation Services Programs - Financial Data
- Young Offenders' Act (monthly payment statistics, custody information, record of placements, types of orders, facility development)

Directly Operated Facilities

- Controlled-Drug Inventory
- Finance and Accounting
- Institution Maintenance and Inspection
- Institution Search for Contraband Drugs/Goods
- Maintenance, Financial, and Control Records of Custody Facilities
- Operating Statements
- Quality Assurance
- Sanitation Statistical Reports
- Statistics on Movement of Clients Within Each Facility

Personal Information Banks

Contain information on the ministry's and funded agencies' clients in order to determine and meet service needs, and monitor and plan programs.

Adoption Case Files and Statistics

Location: Operational Coordination Branch. Refer to the end of this chapter for addresses. **Legal Authority:** Child and Family Services Act, S.O. 1984, c.55, Part VII. **Information Maintained:** Child's birth name, place and date of birth, sex, birth registration number, adopted name, birth parents' social and medical history, adoptive parents' names and address, adoptive parents' homestudy, name of responsible/supervising society/agency, name of responsible private adoption licensee, court and judge, legal documents, related correspondence and reports. **Uses:** Verify legal status of child; establish adoption, proof of age; provide data for Adoption Disclosure Register; compile statistics. **Users:** Adoption Unit and Adoption Disclosure Register staff. **Individuals in Bank:** Children placed for adoption privately or by the Children's Aid Society. **Retention and Disposal:** Transferred to archives 100 years after completion of adoption.

Adoption Disclosure Register

Location: Operational Coordination Branch. Refer to the end of this chapter for addresses. **Legal Authority:** Child and Family Services Act, S.O. 1984, c.55, Part VII. **Information Maintained:** Adoptee's surname at birth, full adoptive name, current name used, current address and telephone number, place and date of birth, adoptive parents' names, birth parent's name at child's birth, present name and address, place and date of birth. Above information also held on birth grandparents and adult birth siblings if they register. **Uses:** Authorized adoption disclosure. **Users:** Adoption Disclosure staff. **Individuals in Bank:** Birth parents, adult adoptees, adult birth siblings and birth grandparents of adoptee. **Retention and Disposal:** Not determined.

Adult Individual Support Program - Case Files

Location: Area offices. Refer to the end of this chapter for addresses. **Legal Authority:** Developmental Services Act, R.S.O. 1980, c.118, s.2(2). **Information Maintained:** Name, address, date of birth, sex, medical and psychological data, agency involvement, placement history. **Uses:** Assist in finding resources for developmentally handicapped adults; determine eligibility for funding; provide aggregate information for area offices to plan for improvements in service; record details of services provided to client. **Users:** Special Services Unit staff, local and area managers. **Individuals in Bank:** Adults referred by residences, community programs and parents. **Retention and Disposal:** One year, then transferred to Government Records Centre for four years; select files to archives.

CPRI - Case Files

Location: CPRI. Refer to the end of this chapter for addresses. **Legal Authority:** Child and Family Services Act, S.O. 1984, c.55. **Information Maintained:** Name and casebook number, date of birth, sex, name and address of parent/guardian, family physician, referring agent, test scores, behaviour scales, individual treatment and program plans, admission and discharge summaries, medical information (physician's orders, laboratory reports, nursing notes, psychiatric reports), trust account records, related correspondence and data. **Uses:** Plan, monitor and evaluate care and treatment provided to clients; statistical and research purposes. **Users:** Program specialists, senior administration staff, clinical staff. **Individuals in Bank:** Registered outpatients, day-treatment, and residential clients. **Retention and Disposal:** 20 years after 18th birthday, then transferred to archives.

Canada Assistance Plan - Billing

Location: Facilities for the developmentally handicapped. Refer to the end of this chapter for addresses. **Legal Authority:** Developmental Services Act, R.S.O. 1980, c.118; Ministry of Community and Social Services Act, R.S.O. 1980, c.273, s.6. **Information Maintained:** Resident's name, number of days in care. **Uses:** Bill Canada Assistance Plan on behalf of developmentally handicapped residents. **Users:** Facility staff. **Individuals in Bank:** Residents of facilities for the developmentally handicapped. **Retention and Disposal:** Various - up to six years then destroyed.

Child Abuse Register and Case Files

Location: Operational Coordination Branch. Refer to the end of this chapter for addresses. **Legal Authority:** Child and Family Services Act, S.O. 1984, c.55, s.71(5). **Information Maintained:** Child's and alleged abuser's name, date of birth, parents', alleged abusers' or caretakers' names and addresses, details of incident, date reported to the Children's Aid Society (CAS), name of reporting CAS, follow-up reports, copy of letter sent to alleged abuser, related correspondence, may include expungement hearing information. **Uses:** Record details of alleged cases of child abuse reported by CAS; provide general register check for child abuse investigations; statistical purposes. **Users:** Branch director, child abuse register staff, abusers or agents and parents of abused child, official guardians, coroner, Children's Aid Societies. **Retention and Disposal:** 25 years, then destroyed.

Child and Family Service Advocacy - Case Files

Location: Office of Child and Family Service Advocacy. Refer to the end of this chapter for addresses. **Legal Authority:** Child and Family Services Act, S.O. 1984, s.98. **Information Maintained:** Name, date of birth, sex, social history, service problems, individual program planning information. **Uses:** Assist in the resolution of service problems; advocate on behalf of individual rights. **Users:** Advocacy Office staff. **Individuals in Bank:** Recipients of service from the Ontario Government, usually the Ministry of Community and Social Services. **Retention and Disposal:** Five years after date of last activity, then destroyed.

Children with Special Needs and Services

Location: Area offices and facilities. Refer to the end of this chapter for addresses. **Legal Authority:** Child and Family Services Act, S.O. 1984, c.55. **Information Maintained:** Name, address, date of birth, sex, medical and psychological data and reports, parents' names and address, agreements between parents and the agency/ministry, related correspondence/data. **Uses:** Determine eligibility for funding; record details of special needs and services provided to clients; maintain record of progress. **Users:** Area and local manager and special needs agreement officers and staff. **Individuals in Bank:** Children referred by residential programs and by parents. **Retention and Disposal:** Ten years after date of last activity, then destroyed; select files to archives.

Children's Mental Health Centre - Case Files

Location: Thistletown Regional Centre. Refer to the end of this chapter for addresses. **Legal Authority:** Child and Family Services Act, S.O. 1984, c.55. (Note: Centre delisted from the Mental Health Act, April 5, 1989; now under the Freedom of Information and Protection Privacy Act, 1987, as of Aprili 5, 1989. **Information Maintained:** Child's name, address, date of birth, sex, legal status, admission and discharge summaries, medical information (physician's orders, psychiatric reports, laboratory reports, nursing notes), psychological, social work, speech, and education consultations, progress notes, incident reports and related data including name and address of parent/guardian. **Uses:** Plan, monitor, and evaluate care and treatment provided to clients and families; statistical and research purposes. **Users:** Program specialists, outside social service providers with the signed consent of the client or legal next-of-kin. **Individuals in Bank:** Individuals/families accepted for assessment/ treatment in programs operated by the centre. **Retention and Disposal:** 20 years after 18th birthday, then transferred to archives.

Children's Residential Survey (1984-85) - Peterborough

Location: Southeast Regional Office. Refer to the end of this chapter for addresses. **Legal Authority:** Child and Family Services Act, S.O. 1984, c.55; Ministry of Community and Social Services Act, R.S.O. 1980, c.273, s.6. **Information Maintained:** Name, age, sex, name of residential placement, primary problems, support services utilized, length of stay, anticipated discharge date, placing agency, discharge location. **Uses:** Rationalization of intraregional service delivery through group home programs. **Users:** Community Service managers, planning officers, program supervisors. **Individuals in Bank:** Children in group homes in Peterborough area. **Retention and Disposal:** Six years, then destroyed.

Correspondence - General (Adoption)

Location: Operational Coordination Branch. Refer to the end of this chapter for addresses. **Legal Authority:** Child and Family Services Act, S.O. 1984, c.55, Part VII. **Information Maintained:** Name, address of correspondent, correspondence pertaining to international, private and step-parent adoption, adoption disclosure files. May contain application for adoption, homestudy reports, post-adoption service information. **Uses:** Hold information pending further activity on case. **Users:** Adoption Unit staff. **Individuals in Bank:** Correspondents on adoption matters. **Retention and Disposal:** Two years after date of last activity, then destroyed.

Crown Ward Administrative Review Files

Location: Operational Coordination Branch. Refer to the end of this chapter for addresses. **Legal Authority:** Child and Family Services Act, S.O. 1984, c.55, Part III. **Information Maintained:** Name, date of birth, sex, Crown wardship date, current placement, reason for Crown wardship, type and suitability of placement, educational progress, medical/ dental care, adequacy of program planning, quality of care, administrative review report, related correspondence and documentation. **Uses:** Assess wardship status; ensure wardship provides the necessary care and services; assess the quality of care provided by the Children's Aid Society (CAS) to Crown wards. **Users:** Ministry staff responsible for reviews and Children's Aid Society. **Individuals in Bank:** Crown wards. **Retention and Disposal:** Five years, then transferred to archives.

Crown Ward Files/Records

Location: Area offices. Refer to the end of this chapter for addresses. **Legal Authority:** Child and Family Services Act, S.O. 1984, c.55. **Information Maintained:** Name, place and date of birth, sex, medical history of child and parents, social history of parents and grandparents, Crown wardship order, court documents, plan and review of care, placement history, discharge plans, where child was placed for adoption; registration of placement, report on the adjustment of child in home, consent to adopt, termination of access order, adoption breakdown data (where applicable). **Uses:** Monitor care of Crown wards; notify area managers about Crown ward hearings. **Users:** Program supervisors, area managers. **Individuals in Bank:** Crown wards. **Retention and Disposal:** Until wardship terminated, then microfilmed and retained for 100 years.

Delinquency Prevention and Diversion Files

Location: North Bay, Timmins and Ottawa Area Probation Offices. Refer to the end of this chapter for addresses. **Legal Authority:** Ministry of Community and Social Services Act, R.S.O. 1980, c.273, s.6. **Information Maintained:** Name, address, age, school reports, progress reports, data on parents, police information, record of supervision, case notes and related data. **Uses:** Monitor attendance; ensure no further charges are laid; liaise with community services. **Users:** Probation officer. **Individuals in Bank:** Juveniles having difficulties with the law and placed in a diversion program. **Retention and Disposal:** Five years, then destroyed; select files to archives.

Developmentally Handicapped - Admission/Discharge Information System for Schedule 1 Facilities

Location: Southeast, Southwest or North Regional Offices. Refer to the end of this chapter for addresses. **Legal Authority:** Developmental Services Act, R.S.O. 1980, c.118, s.2. **Information Maintained:** Name, age, sex, admission/discharge dates, reason for admission, discharge placement and location. **Uses:** Monitor progress of the implementation of the ministry's Multi-Year Plan for the Developmentally Handicapped. **Users:** Area, facility and regional Program and Planning staff. **Individuals in Bank:** Developmentally handicapped persons admitted to Schedule 1 facilities or discharged to the community. **Retention and Disposal:** Master Admission/Discharge Index retained by Developmentally Handicapped Facilities for 100 years. The records for this section are destroyed when superceded each month.

Developmentally Handicapped - Chaplaincy Services

Location: Operational Coordination Branch. Refer to the end of this.chapter for addresses. **Legal Authority:** Ministry of Community and Social Services Act, R.S.O. 1980, c.273, s.6. **Information Maintained:** Client's name, religious affiliation, name of client's pastor/religious contact, religious history, religious needs (e.g., dietary observances, sacraments, rites). **Uses:** Develop service delivery plan; make referrals to local clergy; discharge planning. **Users:** Chaplaincy staff and local clergy. **Individuals in Bank:** Facility clients. **Retention and Disposal:** Five years, then transferred to archives.

Developmentally Handicapped - Data Base System for Service Planning (York and Simcoe)

Location: Barrie Area Office. Refer to the end of this chapter for addresses. **Legal Authority:** Developmental Services Act, R.S.O. 1980, c.118; Ministry of Community and Social Services Act, R.S.O. 1980, c.273, s.6. **Information Maintained:** Client numeric code, year of birth, sex, marital status, language, municipality, type of disability, agency code, demographic information, residential program or situation, day program and support services. **Uses:** Assist area office, facilities, and community agencies providing services to the developmentally handicapped; plan for service development. **Users:** Barrie Area Office and facility staff, community agencies and planning groups involved in client service. **Individuals in Bank:** Clients referred or presently receiving services at Barrie Area Office, facilities or community agencies. **Retention and Disposal:** Six years, then destroyed.

Developmentally Handicapped - Five-Year Plan Client Tracking System

Location: Southeast and Southwest Regional Offices. Refer to the end of this chapter for addresses. **Legal Authority:** Developmental Services Act, R.S.O. 1980, c.118, s.2. **Information Maintained:** Name, date of birth, sex, country of origin, placement information. **Uses:** Compile statistical data related to clients discharged from facilities for developmentally handicapped persons under the ministry's Five-Year Plan. **Users:** Area and regional Program and Planning staff. **Individuals in Bank:** Developmentally handicapped persons discharged to the community. **Retention and Disposal:** Six years, then transferred to archives.

Developmentally Handicapped - START Centre Transfer List

Location: Oxford Regional Centre. Refer to the end of this chapter for addresses. **Legal Authority:** Developmental Services Act, R.S.O. 1980, c.118, s.2. **Information Maintained:** Resident's name, casebook number, date of discharge, box number, record dates, location. **Uses:** Identify and obtain START Centre Records from the archives in order to respond to requests for information. **Users:** Director, Resident Record Services staff. **Individuals in Bank:** Former residents with developmental handicaps. **Retention and Disposal:** 40 years for transfer list.

Facilities for the Developmentally Handicapped - Case Files

Location: Facilities for the developmentally handicapped. Refer to the end of this chapter for addresses. **Legal Authority:** Developmental Services Act, R.S.O. 1980, c.118. **Information Maintained:** Name, date of birth, sex, social history, admission and discharge summaries, medical treatment, education, individual program planning information. **Uses:** Plan, monitor and evaluate care and treatment provided to clients/families; statistical and research purposes. **Users:** Facility staff, placement coordinator, private agencies involved in care and treatment of the clients/families. **Individuals in Bank:** Current and former clients (individuals or families). **Retention and Disposal:** 20 years after 18th birthday or date of last activity, whichever is longer, then transferred to archives.

Facilities for the Developmentally Handicapped - Family Home Parent Files

Location: Facilities for the developmentally handicapped. Refer to the end of this chapter for addresses. **Legal Authority:** Developmental Services Act, R.S.O. 1980, c.118. **Information Maintained:** Family Home parent's name, address, financial status, personal evaluation, home audit reports, medical information, criminal reference checks. **Uses:** Monitor and evaluate the family to ensure appropriate standards for care of clients in their homes. **Users:** Family Home Program workers. **Individuals in Bank:** Family Home parents. **Retention and Disposal:** Five years after closure, then destroyed.

Family Benefits and General Welfare Case Files

Location: Local offices and facilities for the developmentally handicapped. Refer to the end of this chapter for addresses. **Legal Authority:** Family Benefits Act, R.S.O. 1980, c.151, s.9 and s.11; General Welfare Assistance Act, R.S.O. 1980, c.188, s.4 and s.9. **Information Maintained:** Name, address, case profile of financial, employment, social data, related correspondence. **Uses:** Assess eligibility for benefits; determine amount of benefits payable; claim federal cost-sharing revenues; federal audit. **Users:** Income Maintenance Unit and Financial Services staff, ministry Policy and Planning staff, facilities staff, Health and Welfare Canada cost-sharing program staff. **Individuals in Bank:** Applicants for and recipients of family benefits, general welfare assistance, and handicapped children's benefits. **Retention and**

Disposal: Ten years after case closed, then destroyed subject to federal audit; select files to archives.

Investigation Files

Location: Operational Coordination Branch. Refer to the end of this chapter for addresses. **Legal Authority:** Ministry of Community and Social Services Act, R.S.O. 1980, c.273, s.6. **Information Maintained:** Name, address, date of birth, education, statement taken under oath. **Uses:** Provide evidence/information for disciplinary action, inquests, court proceedings and civil litigation. **Users:** Investigation staff, senior ministry officials, Legal Services staff. **Individuals in Bank:** Employees and ministry clients. **Retention and Disposal:** Under review.

Legal Aid Files

Location: Local offices. Refer to the end of this chapter for addresses. **Legal Authority:** Legal Aid Act, R.S.O. 1980, c.234, s.16(2) and (3). **Information Maintained:** Name, Social Insurance Number, date of birth, legal aid assistance application, statement of personal and financial data, consent to inspect assets, monthly living expenses, reasons for application, eligibility decision, related correspondence. **Uses:** Determine eligibility for legal aid. **Users:** Legal aid assessment officer. **Individuals in Bank:** Individuals requesting financial assistance to retain a solicitor. **Retention and Disposal:** Five years, then destroyed; select files to archives.

Licensees - Individual or Non-Profit Private Adoption Placement Agencies

Location: Operational Coordination Branch. Refer to the end of this chapter for addresses. **Legal Authority:** Child and Family Services Act, S.O. 1984, c.55. **Information Maintained:** Name, address, knowledge of pertinent legislation, ability to meet licensing requirements, related correspondence. **Uses:** Approve or renew licence. **Users:** Adoption Officer. **Individuals in Bank:** Individuals or non-profit agencies applying for licence to place children for private adoption. **Retention and Disposal:** Five years after agency closes, then destroyed; select files to archives.

Monthly Foster Homes Report and Summary

Location: Probation Offices. Refer to the end of this chapter for addresses. **Legal Authority:** Child and Family Services Act, S.O. 1984, c.55, s.88. **Information Maintained:** Name, court file number, placement name and address, number of days in care, cost per day, total monthly cost, amount of payment. **Uses:** Make monthly payments to foster and group homes. **Users:** Probation supervisor, financial officer. **Individuals in Bank:** Young persons on probation, in custody or ward placements funded by the ministry. **Retention and Disposal:** Three years, then destroyed.

Narcotic and Controlled-Drug Records

Location: Facilities for the developmentally handicapped, children's mental heath centres, and secure custody facilities. Refer to the end of this chapter for addresses. **Legal Authority:** Narcotic Control Act, S.C. 1985, c.N-1, s.63. **Information Maintained:** Name of drug, amount prescribed, date filled, client's name, original prescription number. **Uses:** Monitor and verify use of controlled drugs; record each transaction; maintain an inventory of drug stock. **Users:** Facility/centre pharmacists, narcotics control inspector (Health and Welfare, Canada). **Individuals in Bank:** Facility/centre clients prescribed controlled drugs. **Retention and Disposal:** Three years, then transferred to archives.

Northern Bursary Program

Location: Northern Region Office. Refer to the end of this chapter for addresses. **Legal Authority:** Ministry of Community and Social Services Act, R.S.O. 1980, c.273. **Information Maintained:** Name, address, date of birth, Social Insurance Number, education, employment history, reference names, financial (bursary dollars) information. **Uses:** Record availability for employment after participating in Northern Bursary Program. **Users:** Regional Director, Human Resources managers, area I.S.N.C. coordinators, district program supervisors, area and district managers. **Individuals in Bank:** Participants in the Northern Bursary Program. **Retention and Disposal:** Not determined.

Order in Council Applications

Location: Area offices. Refer to the end of this chapter for addresses. **Legal Authority:** Ministry of Community and Social Services Act, R.S.O. 1980, c.273, s.6. **Information Maintained:** Name, age, medical information, social history, income, documentation supporting employment, related correspondence. **Uses:** Determine eligibility for Order in Council applications. **Users:** Minister, senior management, program supervisors, attendant care planning coordinators. **Individuals in Bank:** Applicants for Orders in Council. **Retention and Disposal:** Five years after eligibility, then destroyed; select files to archives.

Overpayment Recovery and Follow-Up System

Location: Family Benefits Administration Unit. Refer to the end of this chapter for addresses. **Legal Authority:** Family Benefits Act, R.S.O. 1980, c.151, s.17. **Information Maintained:** Name, file number, date of birth, Social Insurance Number, address, type of overpayment recovery, trustee's name and address, collectable monthly installment type and amount, uncollectable type and amount. **Uses:** Maintain information on overpayments; recover overpayments. **Users:** Income Maintenance support staff. **Individuals in Bank:** Clients no longer receiving financial assistance under income maintenance programs and to whom overpayments have been made. **Retention and Disposal:** Various, but not less than 7 years, subject to federal audit.

Parental Support Case Files

Location: Local offices. Refer to the end of this chapter for addresses. **Legal Authority:** Family Benefits Act, R.S.O. 1980, c.151; s.7 and s.8. **Information Maintained:** Client's name, address, date of birth, sex, names of dependent children, spouse's/putative father's name, address, age, employment, financial information, marital status, details of court orders/agreements for support. **Uses:** Procure support payments for family benefits recipients. **Users:** Parental support workers, income maintenance supervisor. **Individuals in Bank:** Applicants for and recipients of family benefits. **Retention and Disposal:** Five years, then destroyed.

Senior Citizens Home-Support Survey

Location: Southeast Regional Office. Refer to the end of this chapter for addresses. **Legal Authority:** Ministry of Community and Social Services Act, R.S.O. 1980, c.273, s.6. **Information Maintained:** Name, address, telephone number, age, sex, country of origin, living arrangements, income, income satisfaction, social service(s) used, number of family members living nearby. **Uses:** Research use of home-support services for seniors and planning purposes. **Users:** Regional planning manager, planning officers. **Individuals in Bank:** Persons over age 65 currently using home-support services funded by the ministry. **Retention and Disposal:** Five years, then destroyed.

Serious Occurrences Records/Reports

Location: Regional and area offices. Refer to the end of this chapter for addresses. **Legal Authority:** Ministry of Community and Social Services Act, R.S.O. 1980, c.273, s.6. **Information Maintained:** Name, date of birth, type of serious occurrence, date, time, place and details of occurrence, action taken, current situation, person(s) notified, further actions proposed, related data. **Uses:** Document and ensure appropriate action on serious occurrences. **Users:** Regional director, Investigation Unit staff, program supervisors, agency staff. **Individuals in Bank:** Clients and staff involved in serious occurrences. **Retention and Disposal:** Six years, then destroyed; select files to archives.

Social Services Employment Opportunities Information System

Location: Regional and area offices. Refer to the end of this chapter for addresses. **Legal Authority:** Ministry of Community and Social Services Act, R.S.O. 1980, c.273, s.6. **Information Maintained:** Name, address, eligibility for program, date of birth, salary information, reason for employment/termination, program of employment, place of employment, annual/fiscal salary cost. **Uses:** Monitor program. **Users:** Program managers, Employment Liaison officers. **Individuals in Bank:** Job placement program clients. **Retention and Disposal:** Six years, then destroyed.

Social Workers Approved to do Home Studies

Location: Operational Coordination Branch. Refer to the end of this chapter for addresses. **Legal Authority:** Child and Family Services Act, S.O. 1984, c.55, Part VII. **Information Maintained:** Name, address, experience with adoptions, references, letter of approval, related correspondence. **Uses:** Approve or renew approval. **Users:** Adoption officer. **Individuals in Bank:** Social workers applying for contracts/approval to do home studies for adoption. **Retention and Disposal:** One year after contract rescinded, then destroyed.

Sole Support Mothers Program - Case Files

Location: Toronto Area Office. Refer to the end of this chapter for addresses. **Legal Authority:** Ministry of Community and Social Services Act, R.S.O. 1980, c.273, s.8. **Information Maintained:** Name, address, Social Insurance Number, date of birth, type of social assistance payment, employment history, education, types of programs enrolled in, barriers to employment, assessments, client's plan of action. **Uses:** Determine eligibility of client to participate in the program; facilitate vocational counselling; plan, evaluate and monitor the program. **Users:** Sole Support Mothers Program staff and authorized Metro Employment Support Initiatives Counsellor. **Individuals in Bank:** Sole support parents. **Retention and Disposal:** Under review.

Special Services at Home - Program Data

Location: Area offices and facilities. Refer to the end of this chapter for addresses. **Legal Authority:** Child and Family Services Act, S.O. 1984, c.55; Ministry of Community and Social Services Act, R.S.O. 1980, c.273, s.6. **Information Maintained:** Name, date of birth, sex, disability, services requested, approved and cost of services. **Uses:** Plan and monitor program. **Users:** Program supervisors, planning officers. **Individuals in Bank:** Recipients of special services through the Barrie and Mississauga area offices. **Retention and Disposal:** Seven years from date of termination of service, then destroyed.

Sponsoring Families - Unaccompanied Refugee Minors (Southeast Asia)

Location: Operational Coordination Branch. Refer to the end of this chapter for addresses. **Legal Authority:** Ministry of Community and Social Services, 1979, pursuant to the Ministry of Community and Social Services Act, R.S.O. 1980, c.273, s.6. **Information Maintained:** Sponsoring family's name, address, occupation, dates and places of birth of family members, family medical reports, number of siblings, parents' marital status, home study, report to Employment and Immigration Canada, guardianship order, progress, supervision reports, annual monitoring reports from Employment and Immigration Canada, related correspondence. **Uses:** Determine suitability of sponsoring family; monitor placements. **Users:** Adoption Unit staff, Employment and Immigration Canada social workers. **Individuals in Bank:** Applicant families, refugee minors to be placed in Ontario through this program. **Retention and Disposal:** Under review.

Summer Employment Experience (SEE) Program and Fall-Winter Part-Time Program

Location: Area offices. Refer to the end of this chapter for addresses. **Legal Authority:** Ministry of Community and Social Services Act, R.S.O. 1980, c.273, s.6. **Information Maintained:** Parents' eligibility for family benefits and general welfare assistance, student information, employment termination records containing student's name, address, telephone number, date of birth, salary information, reasons for employment termination. **Uses:** Determine student's eligibility; calculate salary grants; compile statistics. **Users:** Employment liaison officer, employers, youth employment centre counsellors, and Employment Opportunity Project staff. **Individuals in Bank:** Dependants of parents receiving general welfare assistance or family benefits, students receiving assistance, wards of the Children's Aid Society, the Catholic Children's Aid Society, or Jewish Family and Child Services. **Retention and Disposal:** Two years, then destroyed.

Unusually Difficult Service Situation Case Files

Location: Area offices. Refer to the end of this chapter for addresses. **Legal Authority:** Child and Family Services Act, S.O. 1984, c.55; Ministry of Community and Social Services Act, R.S.O. 1980, c.273, s.6. **Information Maintained:** Name, address, date of birth, sex, medical, psychiatric, psychological and child welfare information, data on parents, placement history. **Uses:** Find resources for child; determine eligibility for funding; compile information to plan for service needs. **Users:** Program supervisors, financial and planning staff. **Individuals in Bank:** Children with unique or difficult service situations. **Retention and Disposal:** Five years after 18th birthday, then destroyed; select files to archives.

Vocational Rehabilitation Services (VRS) Case Files

Location: Local offices and Vocational Rehabilitation. Refer to the end of this chapter for addresses. **Legal Authority:** Vocational Rehabilitation Services Act, R.S.O. 1980, c.525. **Information Maintained:** Name, address, age, Social Insurance Number, record of approval number, family status, education, medical, psychiatric, psychological and employment history, correspondence and reports concerning client services purchased by the ministry. **Uses:** Determine client's needs and progress towards rehabilitation; record services provides for future review and approval for federal cost-sharing programs. **Users:** Vocational Rehabilitation for Disabled Persons provincial coordinator and VRS staff, area managers, Health and Welfare Canada cost-sharing program staff. **Individuals in Bank:** Applicants for and recipients of vocational rehabilitation services. **Retention and Disposal:** Five years after case closed, then destroyed; select files to archives.

Volunteer Programs - Personnel Files

Location: Area offices, local offices, district office in the North, facilities and probation offices located throughout the province. Refer to the end of this chapter for addresses. **Legal Authority:** Ministry of Community and Social Services Act, R.S.O. 1980, c.273, s.6. **Information Maintained:** Name, address, telephone number, age, sex, marital or family status, references, police check, performance appraisals, assignment agreements and related documentation. **Uses:** Establish a volunteer program for ministry clients; monitor volunteers' progress and effectiveness. **Users:** Supervisors, coordinators and program supervisors. **Individuals in Bank:** Accredited volunteers. **Retention and Disposal:** One year after termination as volunteer, then destroyed; select files to archives.

Wage Policy Pilot Project

Location: Community Services Branch, Thunder Bay, North Bay and London area offices. Refer to the list at the end of this chapter for addresses. **Legal Authority:** Ministry of Community and Social Services Act, R.S.O. 1980, c.273, s.6. **Information Maintained:** Surname and initial, gender, date of birth, income source, type of activity, hours in each activity, hourly income rate, monthly earnings, pay category, minimum wage equivalent, gross pay, net pay, social assistance payment and supplementary payment. **Uses:** Record eligibility; determine rate of social assistance payments and/or supplementary payments; analyze financial impact of policy. **Users:** Income Maintenance Branch, Income Maintenance officers and supervisors, Community Services Branch, Financial Planning and Corporate Analysis Branch and Designated Service Providers, Wage Policy coordinators and clerks, area managers and District Service managers. **Individuals in Bank:** Disabled persons participating in pilot wage policy projects. **Retention and Disposal:** Not determined.

Young Offenders' Case Files

Location: Custody facilities, observation and detention facilities, area offices and probation offices throughout the province. Refer to the end of this chapter for addresses. **Legal Authority:** Young Offenders' Act, S.C. 1980-81-82-83 (Canada), c.110, s.43; Child and Family Services Act, S.O. 1984, c.55, Part IV. **Information Maintained:** Name, date of birth, data on parents, guardianship status, education, medical and behavioural information, financial information, criminal offences, admission and discharge documents, case supervision and related correspondence. **Uses:** Provide case management information; administer disposition. **Users:** Probation officers, custody facility staff, program supervisors, and Ministry of Correctional Services program staff. **Individuals in Bank:** Young offenders and youths awaiting court appearance. **Retention and Disposal:** Not determined.

Young Offenders Facility - Case Files

Location: Project D.A.R.E. (Development through Adventure, Responsibility and Education). Refer to the end of this chapter for addresses. **Legal Authority:** Young Offenders' Act, S.C. 1980-81-82-83 (Canada), c.110, s.24; Child and Family Services Act, S.O. 1984, c.55, Part IV. **Information Maintained:** Name, date of birth, sex, medical and psychological data and reports, parents' names and address, agreement between parents and agency/ministry, related correspondence and data. **Uses:** Define eligibility for programming; maintain record of progress. **Users:** Program managers and supervisors. **Individuals in Bank:** Clients referred to residential programs. **Retention and Disposal:** Under review.

Young Offenders Facility - Working Files

Location: Project D.A.R.E. (Development through Adventure, Responsibility and Education). Refer to the end of this chapter for addresses. **Legal Authority:** Young Offenders' Act, S.C. 1980-81-82-83 (Canada), c.110, s.24; Child and Family Services Act, S.O. 1984, c.55, Part IV. **Information Maintained:** Name, date of birth, sex, medical and psychological data and reports, parents' names and address, agreement between parents and agency/ministry, related correspondence and data. **Uses:** Define eligibility for programming; maintain record of progress. **Users:** Program managers and supervisors. **Individuals in Bank:** Clients referred to residential programs. **Retention and Disposal:** Current year plus five years, then destroyed. These are duplicates of the Young Offender Facility Case Files, which remain in the originating facility.

Communications and Marketing Branch

The branch informs the public, client groups, media and ministry staff about ministry programs and services; consults with staff on communications planning, media liaison and training; answers public inquiries; and produces publications, news releases and audiovisual materials. Provides senior staff with news information, briefing notes, media monitoring and speech editing services; and coordinates correspondence.

General Classes or Types of Records

Contain information concerning internal and external communications functions. Also contain general administrative records as described in Chapter II of this directory.

Personal Information Banks

Correspondence Files

Location: Communications and Marketing Branch. Refer to the end of this chapter for addresses. **Legal Authority:** Ministry of Community and Social Services Act, R.S.O. 1980, c.273. **Information Maintained:** Correspondence. **Uses:** Information resource for ministry staff. **Users:** Ministry staff. **Individuals in Bank:** People who have written to the minister, deputy minister, or their designates. **Retention and Disposal:** Five years, then destroyed.

Legal Services Branch

The branch provides legal services to the minister, deputy minister, and ministry staff; represents the ministry before courts and administrative tribunals; provides legal opinions; and prepares draft legislation, regulations, Orders in Council, agreements and other legal documents.

General Classes or Types of Records

Contain information on legislation concerning the ministry and on advice provided to program and support branches.

Federal-Provincial Cost-Sharing Agreements
Ministerial Approval of Corporations and Institutions
Ministry Program Agreements

Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

Litigation Files

Strategic Planning and Intergovernmental Relations Division

The division provides coordination and impetus to the strategic planning process in the ministry; ensures that strategic direction is communicated and strategic plans are developed; carries out research and program evaluation for the ministry; and reviews cost-sharing and other intergovernmental arrangements to ensure that these are conducive to the appropriate provision of services. The division is responsible for the development of policies and programs for children.

General Classes or Types of Records

Contain information on the ministry's strategic planning process and federal-provincial and provincial-municipal arrangements. Also contain information on policies, administration and projects related to service delivery (e.g., service needs, program design and implementation issues concerning children's services).

Research and Program Evaluation Studies - Annual Inventory
Research Projects
Vocational Rehabilitation of Disabled Persons - Cost-Sharing

Personal Information Banks

None

Affiliated Agencies

Child and Family Services Review Board

The board provides an appeal mechanism under the Child and Family Services Act (CFSA) and the Day Nurseries Act. The board makes specific decisions on recommendations by the Residential Placement Advisory Committee (RPAC); refusals of placement by private adoption licensees; refusals, revocations or non-renewals of children's residential, adoption or day nurseries licenses; refusals of adoption disclosure; refusals of children to stay in secure treatment on short-term/emergency stay. The board operates independently.

General Classes or Types of Records

Contain information on the board's activities. Also contain general administrative records as described in Chapter II of this directory.

Personal Information Banks

All payments to board members are made by the Ministry of Community and Social Services pursuant to Orders in Council. Information related to these payments is maintained by the ministry. Also contain information on cases brought before the board.

Placement Review Files

Location: Child and Family Services Review Board. Refer to the end of this chapter for addresses. **Legal Authority:** Child and Family Services Act, S.O. 1984, c.55. **Information Maintained:** Name, address residential placement, reason for appeal, notice of hearing, related correspondence and reports, board's decision, transcripts of hearings. **Uses:** Review requests; make decisions. **Users:** Board members, staff. **Individuals in Bank:** Children and licensees on whose behalf appeals have been made. **Retention and Disposal:** Ten years after decision handed down, then destroyed; select files to archives.

Custody Review Board

The board reviews placements and may hold hearings at the request of young persons in custody. The board operates jointly with the Ministry of Correctional Services. The board operates independently.

General Classes or Types of Records

Contain information on the board's activities. Also contain general administrative records as described in Chapter II of this directory.

Personal Information Banks

All payments to board members are made by the Ministry of Community and Social Services pursuant to Orders in Council. Information related to these payments is maintained by the ministry. Also contain information on cases brought before the board.

Custody Review Files

Location: Custody Review Board. Refer to the end of this chapter for addresses. **Legal Authority:** Child and Family

Services Act, S.O. 1984, c.55, Part IV; Ministry of Community and Social Services Act, R.S.O. 1980, c.273. **Information Maintained:** Name, date of birth, current placement, type of custody to be reviewed, reasons for request, notice of hearing, related correspondence, board's recommendations. **Uses:** Review requests; make recommendations. **Users:** Board members, staff. **Individuals in Bank:** Young offenders applying to the board. **Retention and Disposal:** Ten years after decision handed down, then destroyed; select files to archives.

Medical Advisory Board

The board is responsible for reviewing applications for family benefits assistance from a medical point of view. Recommendations are made by local doctors (medical adjudicators) consulting with area offices.

General Classes or Types of Records

Contains information on the board's activities. Also contain general administrative records as described in Chapter II of this directory.

Personal Information Banks

All payments to board members are made by the Ministry of Community and Social Services pursuant to orders in council. Information related to these payments is maintained by the ministry. On completion of the board's review, applications for review and related recommendations are forwarded to the appropriate office for retention in the appropriate case files.

Social Assistance Review Board (SARB)

The board rules on appeals of decisions made by provincial and municipal governments concerning family benefits, general welfare assistance and vocational rehabilitation services. The board operates independently of provincial and municipal social service departments.

General Classes or Types of Records

Contain information on the board's activities. Also contain general administrative records as described in Chapter II of this directory.

Personal Information Banks

Contain information relating to appeals brought before the board.

Social Assistance Appeal Case Files

Location: Social Assistance Review Board. Refer to the end of this chapter for addresses. **Legal Authority:** Ministry of Community and Social Services Act, R.S.O. 1980, c.273, s.11. **Information Maintained:** Notice of request for hearing, applicant's name, address, reason(s) for request, board's written notice of decision, application for reconsideration of the decision, related documentation. **Uses:** Conduct an appeal; issue notice of decision; prepare for divisional court appeals; compile annual statistical reports. **Users:** Board members and staff. **Individuals in Bank:** Applicants for social assistance review hearings. **Retention and Disposal:** Original decisions - five years after case closed, then transferred to archives; case files - four years after case closed, then destroyed.

Soldiers' Aid Commission of Ontario

The commission provides emergency assistance to eligible war veterans and their dependants.

General Classes or Types of Records

Contain information on the board's activities. Also contain general administrative records as described in Chapter II of this directory.

Personal Information Banks

Contain information on cases brought before the commission.

Soldiers' Aid Commission Grant List

Location: Soldiers' Aid Commission. Refer to the end of this chapter for addresses. **Legal Authority:** Soldiers' Aid Commission Act, R.S.O. 1960, c.377. **Information Maintained:** Veteran's name, address, service information, family size, financial data, amount of grant paid to veteran or dependant(s). **Uses:** Establish eligibility for grants. **Users:** Soldiers' Aid commissioners and commission staff. **Individuals in Bank:** Grant recipients. **Retention and Disposal:** Four years, then destroyed.

Access

Freedom of Information and Protection of Privacy Unit
2102 - 700 Bay Street
Toronto, Ontario
M5G 1Z6
Telephone: (416) 963-2844

A public reading room for review of the manuals and other information is open during regular office hours on the fifth floor at 880 Bay Street, Toronto.

Branch Offices - Contact the Branch Director

Family Support Branch
4th Floor, Hepburn Block
80 Grosvenor Street
Toronto, Ontario
M7A 1E9
Telephone: (416) 965-1818

Financial Services Branch
5th Floor, Hepburn Block
80 Grosvenor Street
Toronto, Ontario
M7A 1E9
Telephone: (416) 965-2371

Human Resources Branch
5th Floor, Hepburn Block
80 Grosvenor Street
Toronto, Ontario
M7A 1E9
Telephone: (416) 965-7991

Operational Coordination Branch
7th Floor, Hepburn Block
80 Grosvenor Street
Toronto, Ontario
M7A 1E9
Telephone: (416) 965-4765

Technology Support Branch
12th Floor, 5140 Yonge Street
North York, Ontario
M2N 6L7
Telephone: (416) 730-6600

Child and Family Services Review Board
Suite 212, 700 Bay Street
Toronto, Ontario
M6G 1Z6
Telephone: (416) 965-1871

Custody Review Board
Suite 212, 700 Bay Street
Toronto, Ontario
M6G 1Z6
Telephone: (416) 965-1871

Social Assistance Review Board
7th Floor, 1075 Bay Street
Toronto, Ontario
M5S 2B1
Telephone: (416) 326-5104

Soldiers' Aid Commission
Suite 205, 700 Bay Street
Toronto, Ontario
M5G 1Z6
Telephone: (416) 965-4891

Regional Offices - Contact the Regional Director

Central Regional Office
10th Floor, 2195 Yonge Street
Toronto, Ontario
M7A 1G2
Telephone: (416) 963-1010

North Regional Office
2nd Floor, 473 Queen Street East
Sault Ste Marie, Ontario
P6A 1Z5
Telephone: (705) 949-8052

Southeast Regional Office
336 Alfred Street
Kingston, Ontario
K7L 3S5
Telephone: (613) 548-6761

Southwest Regional Office
5th Floor, 195 Dufferin Avenue
London, Ontario
N6A 1K7
Telephone: (519) 438-8344

Area Offices - Contact the Area Manager

Barrie Area Office
34 Simcoe Street
Barrie, Ontario
L4N 6T4
Telephone: (705) 737-1311

Hamilton Area Office
P.O. Box 2112
6th Floor, 119 King Street West
Hamilton, Ontario
L8N 3Z9
Telephone: (416) 521-7844
(including Arrell Observation and Detention Home for Children)

Kingston Area Office
Suite 103, 1055 Princess Street
Kingston, Ontario
K7L 5T3
Telephone: (613) 545-0539

London Area Office
6th Floor, 495 Richmond Street
London, Ontario
N6A 5A9
Telephone: (519) 438-5111
(including London Juvenile Observation and Detention Home)

Mississauga Area Office
Suite 212, 1140 Burnhamthorpe Road West
Mississauga, Ontario
L5C 4E9
Telephone: (416) 897-3100

North Bay Area Office
Suite 406, 222 McIntyre Street West
North Bay, Ontario
P1B 2Y8
Telephone: (705) 474-4452

Ottawa Area Office
7th Floor, 10 Rideau Street
Ottawa, Ontario
K1N 9J1
Telephone: (613) 234-1188
(including Ottawa Juvenile Observation and Detention Home)

Peterborough Area Office
60 Hunter Street East
Peterborough, Ontario
K9H 1G5
Telephone: (705) 743-1624

Sudbury Area Office
Suite 1
8th Floor, 111 Larch Street
Sudbury, Ontario
P3E 4T5
Telephone: (705) 675-4515
(including Sault Ste. Marie Juvenile Observation and Detention Home)

Thunder Bay Area Office
3rd Floor, 710 Victoria Avenue
Thunder Bay, Ontario
P7C 5P7
Telephone: (807) 475-1345

Toronto Area Office
9th Floor,
2195 Yonge Street
Toronto, Ontario
M7A 1G1
Telephone: (416) 965-1433
(including Toronto Juvenile Observation and Detention Home)

Waterloo Area Office
5th Floor, Waterloo Square
75 King Street South
Waterloo, Ontario
N2J 1P2
Telephone: (519) 886-4700

Windsor Area Office
1st Floor, Ontario Government Building
250 Windsor Avenue
Windsor, Ontario
N9A 6V9
Telephone: (519) 254-1651

Directly Operated Facilities

Regional Centre for Children and Adolescents - Contact the Administrator

Thistletown Regional Centre
51 Panorama Court
Rexdale, Ontario
M9V 4L8
Telephone: (416) 741-1210

Syl Apps Campus
P.O. Box 356, 475 Iroquois Shore Road
Oakville, Ontario
L6J 5E8
Telephone: (416) 844-4110

Rexdale Campus
51 Panorama Court
Rexdale, Ontario
M9V 4L8
Telephone: (416) 326-0600

Young Offenders Facility

Project D.A.R.E.
P.O. Box 2000
South River, Ontario
P0A 1X0
Telephone: (705) 386-2376

Facilities for the Developmentally Handicapped - Contact the Administrator

Southwestern Regional Centre
P.O. Box 1000
Blenheim, Ontario
N0P 1A0
Telephone: (519) 676-5431

D'Arcy Place
P.O. Box 2001, 700 D'Arcy Street
Coburg, Ontario
K9A 4L5
Telephone: (416) 372-3341

Adult Occupational Centre - Edgar
P.O. Box 11000
Barrie, Ontario
L4M 4W3
Telephone: (705) 728-6910

Muskoka Centre
P.O. Box 280, Muskoka Road
Gravenhurst, Ontario
P0C 1G0
Telephone: (705) 687-2201

CPRI
600 Sanitorium Road
London, Ontario
N6H 3W7
Telephone: (519) 471-2540

Huronia Regional Centre
P.O. Box 1000
Orillia, Ontario
L6V 6L2
Telephone: (705) 326-7361

Midwestern Regional Centre
P.O. Box 400
Palmerston, Ontario
N0G 2P0
Telephone: (519) 343-2015

Prince Edward Heights
P.O. Box 440
Picton, Ontario
K0K 2T0
Telephone: (613) 476-2104

Rideau Regional Centre
P.O. Box 2000
Smiths Falls, Ontario
K7A 4T7
Telephone: (613) 284-0123

Northwestern Regional Centre
P.O. Box 3270
580 North Algoma Street
Thunder Bay, Ontario
P7B 5J8
Telephone: (807) 343-4321

Oxford Regional Centre
P.O. Box 310
Highway #59 North
Woodstock, Ontario
N4S 7X9
Telephone: (519) 539-1251

Conestoga College of Applied Arts and Technology

Head

Chairman, Board of Governors
Conestoga College of Applied Arts and Technology
299 Doon Valley Drive
Kitchener, Ontario
N2G 4M4
Telephone: (519) 748-5220

Mandate

Conestoga College provides full- and part-time diploma and certificate programs, vocational preparation studies, apprenticeship training, continuing education studies, and employer-centred training. The college primarily serves the counties of Huron, Perth and Wellington and the Regional Municipality of Waterloo.

Organization

The college is governed by a Board of Governors and administered by a President, the college's Chief Executive Officer. The college is organized into administrative areas/divisions: Academic; Human Resources; Marketing and Community Relations; and Finance and Administrative Operations. The college operates on five campuses and numerous other locations within the counties of Huron, Perth and Wellington, and the Regional Municipality of Waterloo.

Divisions

Board of Governors

The Board of Governors is responsible for establishing directions, policies and goals for the college and evaluating college operations and effectiveness. The board has six standing committees: Executive, Finance and Audit, Human Resources, Program Advisory/Student Services, Property and Plant, and Operational Review Committees.

General Classes or Types of Records

Contain information relating to the development of policy, the establishment of goals and objectives for the college and the general direction of college operations.

Bylaws
Minutes
Policies

Manuals

The College Policy Manual is issued to college management personnel. New Program Advisory Committee members from business and industry receive a program-specific orientation manual, outlining the organization of committee activities, program information, and the duties and responsibilities of a member.

College Policy Manual
Orientation Manual for Members of Program Advisory Committees

Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained

Board of Governors Membership

The President's Office

The President is Chief Executive Officer, appointed by the Board of Governors, with full authority to manage and direct the business and academic affairs of the college. Staff in the President's Office coordinate long-range planning, operational review, advisory committees, college archives, international education and freedom of information.

General Classes or Types of Records

Contain information on corporate planning, general management of the college, annual reports to the minister, college council, advisory committees, operational review and international education and freedom of information.

Manuals

Issued to college management personnel and contain procedures for general administration, educational activities, human resources and standard organizational functions.

College Procedures

Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

Freedom of Information and Protection of Privacy Act Requests

Academic

The Vice-President, Academic is responsible for the academic affairs, including planning, development, delivery and evaluation, of full-time programs in the schools of Applied Arts and Preparatory Studies, Business, Health Sciences, Trades and Apprenticeship, and Engineering Technology. Each school, as well as Operations Planning and Curriculum, is administered by a dean.

General Classes or Types of Records

Contain operational records common to community colleges as described in Chapter II of this directory, relating to the development and delivery of academic programs with the exception of advisory committee records.

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Co-op, Work Term, Final Job Placements (Work Term only)
Day Care Registrants
FUTURES Program Applicants and Participants
Ontario Basic Skills Program Trainees
Teacher Workload Records (Standard Workload Form)
Tests, Examinations and Assessments

Also contain information on course evaluations.
Course and Faculty Evaluation Instrument

Location: Offices of the Chairs. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272. **Information Maintained:** Name, course title, course and teacher evaluation by students. **Uses:** Evaluate teacher performance; improve quality of courses. **Users:** Faculty members and Chairs. **Individuals in Bank:** Teachers. **Retention and Disposal:** Not determined.

Continuous Learning

The Vice-President, Continuous Learning, is responsible for academic affairs including planning, development, promotion, and evaluation of programs and courses for adult part-time learners as well as for contract training and the administration of government-sponsored programs such as Canadian Job Strategy and Ontario Training Strategy. Activities occur at five college campuses, numerous community locations and in the work place.

General Classes or Types of Records

Contain operational records common to community colleges as described in Chapter II of this directory, relating to the development and delivery of academic programs and courses for adult part-time learners and the administration of government- sponsored programs such as Canadian Job Strategy and Ontario Training Strategy.

Manuals

Issued to staff and contain practices and procedures to support the delivery of programs and courses for adult part-time learners.

Continuous Learning On-Line Systems Manual
Continuous Learning Practices/Procedures
Contract Training Practices
Employer-Centred Training Practices
Operating Procedures for Purchase of training by Coordinating Groups

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Ontario Training Incentive Program Trainees
Students Applications
Student Registration and Academic History
Tests, Examinations and Assessments

Also contain information on student evaluations of instructors.

Course and Faculty Evaluation Instrument

Location: Centre for Continuous Learning. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272. **Information Maintained:** Name, course title, course and instructor evaluation by student. **Uses:** Evaluate instructor's performance; improve quality of courses. **Users:** Centre for Continuous Learning staff. **Individuals in Bank:** Instructors. **Retention and Disposal:** Three years, then destroyed.

Human Resources

The Vice-President, Human Resources is responsible for the college human resources plan which includes the coordination of staff recruitment, promotions, transfers and terminations, the maintenance of employee records, training and development, succession and career planning, the interpretation and implementation of the collective agreements, grievance procedures and pay equity, and occupational health and safety.

General Classes or Types of Records

Contain information relating to the management of human resources as described in Chapter II of this directory.

Manuals

Issued to college management staff and containing guidelines and practices relating to the management of human resources.

College Human Resources Information Manual.
Emergency and Safety Procedures
Health Services Procedures Manual

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Employee Personnel, Payroll and Benefits Records
Health and Medical Records
Job Competitions and Applications
Ombudsman/Human Rights Commission
Professional Development
Workers' Compensation

Marketing and Community Relations

The Vice-President, Marketing and Community Relations is resopnsible for providing a variety of student services and community-related activities for the college. Included are the Registrar's Office, Placement Office, admissions and awards, admissions testing, counselling, student retention, peer services, financial aid, recreational services, special needs, student recruitment, information services, and marketing and alumni affairs.

General Classes or Types of Records

Contain operational records common to community colleges as described in Chapter II of this directory, relating to enrolment, registration and student services.

Manuals

Issued to staff to support the functions of Marketing and Community Relations; outline practices relating to students and information for students; and detail emergency and safety practices applicable to the Kenneth E. Hunter (Conestoga) Recreation Centre.

College Calendar
Conestoga Centre - Emergency Fire Safety Plan Manual
Conestoga Centre Practices Manual
Intramural Sports Practices Manual
Peer Helper Manual
Peer Tutoring Manual
Student Handbook
Student Practices Manual

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Co-op, Work Term, Final Job Placements (Final Job Placements only)
Graduate and Alumni Records
Ontario Student Assistance Program
Scholarships and Awards
Student Appeals (disciplinary, administrative, academic)
Student Applications
Student Athletics and Fitness Programs
Student Counselling
Student Registration and Academic History
Vocational Testing and Counselling

Student Retention Program

Location: Director of Student Services. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272. **Information Maintained:** Course title, course and teacher. **Uses:** Determine and/or improve quality of courses. **Users:** Consultants, faculty, Academic Chair. **Individuals in Bank:** Teachers. **Retention and Disposal:** Not determined.

Finance and Administrative Operations

The Vice-President, Finance and Administrative Operations is responsible for financial planning and services, accounting services, audit, material services, computer services, and physical resources. The Vice-President is also Secretary-Treasurer of the Board of Governors.

General Classes or Types of Records

Contain general administrative and ancillary records as described in Chapter II of this directory, as well as capital funding requests and approvals, capital project files and Ontario College Informatin System reports.

Manuals

Issued to college management staff.

Budget Guidelines
Student Fees Schedule

Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

Parking Records

Access

Freedom of Information and Privacy Coordinator
Conestoga College of Applied Arts and Technology
299 Doon Valley Drive
Kitchener, Ontario
N2G 4M4
Telephone: (519) 748-5220

♿

A public reading room for the review of manuals and other information is open during regular office hours in the Administration Building, 299 Doon Valley Drive, Kitchener.

Confederation College of Applied Arts and Technology

Head

Chairman, Board of Governors
Confederation College of Applied Arts and Technology
Golf Links Road
Thunder Bay, Ontario
P7C 4W1
Telephone: (807) 475-6417

Mandate

Confederation College provides post-secondary, adult and continuing education and training in Technology, Applied Arts, Business and Health Sciences directed to the vocational, social and cultural realities of northwestern Ontario.

Organization

The college is governed by a Board of Governors to which the President reports as Chief Executive Officer. The college is organized into three divisions with campuses located in Thunder Bay, Kenora, Fort Frances, Dryden, Geraldton and Marathon.

Divisions

Board of Governors

The Board of Governors is comprised of Council of Regents appointees, municipal appointees and elected representatives of students and employees of the college. There are three board committees: Audit; Finance/Property; and Student/Staff Relations. The board establishes college goals and policies.

General Classes or Types of Records

Contain information relating to the development of policy, the establishment of goals and objectives and the general direction of college operations.

Bylaws
Minutes of Board and Standing Committees
Policies

Personal Information Banks

None

Office of the President

Reporting to the Board of Governors, the President is responsible for the overall management of the college. The following functions report directly to the President: Dean, Applied Arts and Health Sciences; Dean, Business; Dean, Technology and Trades; Dean, Community Educational Programs; Associate Dean, Academic; Executive Director, Finance and Administration; and Executive Director, Student Services and Human Resources.

General Classes or Types of Records

Contain information on the management of the college, the provision of information on college affairs to the public.

Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

Board of Governors Membership

Academic Programs

The Dean, Applied Arts and Health Sciences, Dean, Business, Dean, Technology and Trades and Dean, Community Educational Programs are responsible for the development and delivery of academic programs and courses in their areas. The Associate Dean, Academic, is responsible for academic support services and the development of international programs.

General Classes or Types of Records

Contain information on the operation of the Northwest Enterprise Centre which delivers education aimed at assisting small business owners and starters. Also contain operational records common to community colleges as described in Chapter II of this directory, relating to the development and delivery of academic and international programs.

Northwest Enterprise Centre Project Files

Manuals

Describe academic rules, regulations, appeal procedures and provide instructions on course outline.

Academic Policies and Procedures Manual
Guidelines for Subject Outline Preparation

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Day Care Registrants
Dental Clinic Patients
FUTURES Program Applicants and Participants
Library Users Lists
Ontario Basic Skills Program Trainees
Ontario Training Incentive Program Trainees
Student Appeals (disciplinary, administrative, academic)
Teacher Workload Records (Standard Workload Form)
Tests, Examinations and Assessments

Also contain information on Northwest Enterprise Centre clients.

Northwest Enterprise Centre Client Files

Location: Northwest Enterprise Centre. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272. **Information Maintained:** Name, address, telephone number, business details of clients, progress reports. **Uses:** Documentation of client progress. **Users:** Program advisors. **Individuals in Bank:** Clients of programs offered by the Northwest Enterprise Centre. **Retention and Disposal:** Not determined.

Finance and Administration Division

The Executive Director, Finance and Administration is responsible for the financial management of the college and a variety of support services. The units which report to this position are the Budget Manager/Internal Auditor; Director, Financial Services; Director, Computing and Information Services; Director Physical Resources; Director, Food Services; and Supervisor, Operational Review.

General Classes or Types of Records

Contain operational records common to community colleges and general administration records as described in Chapter II of this directory.

Manuals

Issued to provide guidelines on operations, finance, personnel, property, plant, standing committees, emergency procedures and academic programs, policies and procedures.

Emergency Procedure Manual
Policy and Procedure Manual
Student Handbook

Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

Parking Records

Student Services and Human Resources Division

The Executive Director, Student Services and Human Resources, is responsible for the human resource management of the college and provision of student services. The units which report to this position are Registrar; Director, Student Development; Director, Community Relations; Manger, Fitness and Health Services; Manager, Staff Training and Development; and Director, Human Resources.

General Classes and Types of Records

Contain information on staff training and conferences. Also contain operational and general administrative records as described in Chapter II of this directory.

Staff Training Workshop and Conference Files

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Co-op, Work Term, Final Job Placements
Graduate and Alumni Records
Employee Personnel, Payroll and Benefits Records
  (payroll portion in Administration Division)
Health and Medical Records
Job Competitions and Applications
Ombudsman/Human Rights Commission
Ontario Student Assistance Program
Scholarships and Awards
Student Applications
Student Athletics and Fitness Programs
Student Counselling
Student Registration and Academic History
Vocational Testing and Counselling
Workers' Compensation

Also contain information on participation in the Non-Traditional Occupations Project.

Non-Traditional Occupations Project Client Files

Location: Student Development, Confederation College. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272. **Information Maintained:** Name, address, telephone number, test results, application forms, health forms. **Uses:** Longitudinal study of education and career choices of students. **Users:** Program evaluator. **Individuals in Bank:** Students participating in program. **Retention and Disposal:** Not determined.

Access

Freedom of Information and Privacy Coordinator
Confederation College of Applied Arts and Technology
P.O. Box 398, Postal Station F
Golf Links Road
Thunder Bay, Ontario
P7C 4W1
Telephone: (807) 475-6417

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A public reading room for the review of manuals and other information is open during regular office hours at Golf Links Road, Thunder Bay.

Ministry of Consumer and Commercial Relations

Head

Minister of Consumer and Commercial Relations
9th Floor, 555 Yonge Street
Toronto, Ontario
M7A 2H6
Telephone: (416) 963-0311

Mandate

The purpose of the ministry is to inform, serve and protect the public, participants, consumers and businesses and to encourage the maintenance of an honest and equitable marketplace. The ministry regulates a wide variety of businesses through licensing, registration and inspection and is involved in consumer education and protection.

Organization

Head office is in Toronto. The ministry comprises five divisions: Business Practices; Information Technology; Registration; Support Services; and Technical Standards. The following agencies, boards and commissions are affiliated with the ministry: the Ontario Film Review Board; Commercial Registration Appeal Tribunal; Liquor Licence Board of Ontario; Ontario Racing Commission; and the Operating Engineers Board of Review.

Divisions

Office of the Deputy Minister

Provides staff support to the minister and deputy minister.

General Classes or Types of Records

Contain information relating to administration, research, correspondence and Cabinet submissions.

Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

Performance Management

Legal Services Branch

The branch provides legal services to the ministry.

General Classes or Types of Records

Contain information relating to administration, legislation and orders in council.

Legal Opinions
Legislation, Regulations, Orders in Council
Notices of Appeal
Prosecutions and Hearings

Personal Information Banks

None

Policy and Planning Branch

Provides advice and analysis on policy development, strategic planning, program evaluation, economic analysis, research and emerging environmental trends.

General Classes or Types of Records

Contain information on policy development and research.

Cabinet Submissions
Research

Personal Information Banks

None

Business Practices Division

Consumer protection is the division's primary responsibility. Questionable business practices are investigated, consumer concerns are monitored and new legislation is recommended as necessary. The division comprises one administration section and three branches including several registration and licensing sections. Individuals and companies are registered by the division under several acts, with the power to refuse, revoke or suspend registration.

General Classes or Types of Records

Contain information on registration and regulation, reports, statistics, general administration, films, videos and advertising records and legislation.

Annual Provincial Conferences
Associations
Auto Manufacturers
Boxing
Builders, Building and/or Plot Plans
Charitable and Religious Organizations
Commercial Registration Enquiry, Data and Information Tracking System (CREDITS) Computer System
Compliance Records and Reports
Consumer Complaints
Film Advertising (record cards, reports from other jurisdictions, reviews, film and videotape summary review reports, film and video industry correspondence)
Foreign Lands Under the Real Estate and Business Brokers Act
Historical Film Review Board Information
Inspection Assignments
Interprovincial Classification Committee
Investigation Records and Reports
Kickboxing
Legal Opinions
Legislation and Policy Projects
Manpower Planning, Scheduling of Film Reviewers
Mobile Homes
Proposed Act Amendments
Staff Training Films
Studies on Pornography and Violence in Media
Tribunal Hearings
Wrestling

Manuals

Issued to division staff, the Athletic Commissioner's office employees, and Entertainment Standards Branch staff to provide guidelines and procedures.

Business Practices Division - Policies and Procedures
Entertainment Standards Branch Procedures

Personal Information Banks

Contain information on individuals and businesses applying for or maintaining registration under various Acts, Ontario cemeteries, condominium corporate structures, projectionists, film and videotape distributors and retailers, projection equipment and theatres, and consumer correspondence and complaints.

Athletics Control Act - Licences

Location: Athletic Commissioner's Office. **Legal Authority:** Athletics Control Act, R.S.O. 1980, c.34, s.13. **Information Maintained:** Name, address, date of birth, citizenship, physical description, photographs, marital status, police record, employer, boxer's fight record, number of shows promoted by each promoter, income, revenue, officials' fees, general correspondence, letters of complaint, contracts, copies of cheques, recent medical information on boxers and kickboxers. **Uses:** Determine suitability of applicant to hold a licence; determine whether or not licence is in good standing; ensure licensee operates in accordance with act; investigation purposes. **Users:** Commissioner's staff. **Individuals in Bank:** Individuals and companies applying for licences (e.g., professional boxer, wrestler, kickboxer, manager, promoter, second, referee, official). **Retention and Disposal:** Not determined.

Bailiffs' Appointments

Location: Bailiffs Act Office. **Legal Authority:** Bailiffs Act, R.S.O. 1980, c.37, s.9. **Information Maintained:** Name, address, date of birth, employment history, financial information, criminal convictions, business involvement, citizenship, qualifications, sponsor, complaints, credit information, judgements, inspections. **Uses:** Record appointments; ensure fitness for registration. **Users:** Division staff. **Individuals in Bank:** Individuals or corporations appointed under act. **Retention and Disposal:** Five years after file becomes inactive, then destroyed.

Cemeteries Act - Records

Location: Cemeteries Act Regulation Office. **Legal Authority:** Cemeteries Act, R.S.O. 1980, c.59, s.2. **Information Maintained:** Name, address, trust fund statements, building and/or plot plans of known cemeteries in Ontario, cemetery complaints, tariff rate filings, rules and regulations, deeds or certificates of sale, applications for new establishments, closures and inspection reports. **Uses:** Ensure compliance under the act; investigation purposes. **Users:** Division staff. **Individuals in Bank:** Cemetery officials, complainants. **Retention and Disposal:** Eighteen years, then transferred to archives.

Commercial Registration, Enquiry, Data and Information Tracking System (CREDITS) Computer System

Location: Business Regulation Branch. **Legal Authority:** Thirty- three licensing statutes administered by the Ministry of Consumer and Commercial Relations and Ministry of Financial Institutions provide authority for this bank. For specific information about the legal authority for particular collections, refer requests to the Freedom of Information and Privacy Coordinator. **Information Maintained:** Name, address, date of birth, employment, financial history, criminal offences, principal shareholders, directors, officers, business involvement, citizenship, qualifications, education and sponsor, administrative actions (proposals, registrar cease and desist orders). **Uses:** Determine fitness for registration under appropriate act; investigation purposes under above statutes. **Users:** Business Practices Division staff, Ministry of Financial Institutions, Ontario Securities Commission. **Individuals in Bank:** Businesses, officers, directors, shareholders and employees in itinerant sales, consumer reporting and collection agencies, motor vehicle dealerships, real estate and business brokerages, travel agencies and travel wholesalers, insurance agents and adjusters, investment contract salespersons; individuals and companies seeking registration; non-registrants; user staff. **Retention and Disposal:** Not determined.

Complaints - Investigation Records

Location: Consumer Services Branch. **Legal Authority:** Business Practices Act, R.S.O. 1980, c.55, s.5; Collection Agencies Act, R.S.O. 1980, c.73; as amended S.O. 1983, c.32, s.3; Consumer Protection Act, R.S.O. 1980, c.87; Consumer Reporting Act, R.S.O. 1980, c.89, s.2; Motor Vehicle Dealers Act, R.S.O. 1980, c.299; as amended, S.O. 1983, c.31, s.2; Real Estate and Business Brokers Act, R.S.O. 1980, c.431, s.2; Travel Industry Act, R.S.O. 1980, c.509, s.2; Criminal Code, R.S.C. 1970, c.C-34, s.25; Provincial Offences Act, R.S.O. 1980, c.400, s.1(2); Prepaid Services Act, S.O. 1988, c.39, Motor Vehicle Repair Act, S.O. 1988, c.38. **Information Maintained:** Name, current and former addresses, date of birth, citizenship, marital status, physical description, police record, photographs, copies of documents, court briefs, computer printouts, information from confidential sources of current and completed investigations, prosecutions. **Uses:** Investigation and prosecution purposes; determine fitness for registration. **Users:** Ministries of Consumer and Commercial Relations, Financial Institutions, the Attorney General, and the Solicitor General, law enforcement agencies of the federal and other provincial governments. **Individuals in Bank:** Individuals and corporations subject to investigation. **Retention and Disposal:** Ten years, then destroyed.

Condominium Records

Location: Real Estate and Business Brokers Act Office. **Legal Authority:** Condominium Act, R.S.O. 1980, c.84. **Information Maintained:** Name and address. **Uses:** Assist condominium corporations and prospective purchasers. **Users:** Lawyers acting on behalf of prospective purchasers, ministry staff. **Individuals in Bank:** Officers and directors of condominium developments (corporations). **Retention and Disposal:** Not determined.

Consumer Services Branch - Complaints

Location: Consumer Services Branch and regional Consumer Services Bureaus in Hamilton, London, Windsor, Peterborough, Sudbury, Thunder Bay and Ottawa. **Legal Authority:** Ministry of Consumer and Commercial Relations Act, R.S.O. 1980, c.274; as amended, S.O. 1981, c.57 and S.O. 1984, c.5; Bailiffs Act, R.S.O. 1980, c.37; Business Practices Act, R.S.O. 1980, c.55; Collection Agencies Act, R.S.O. 1980, c.73; as amended, S.O. 1983, c.32;

Condominium Act, R.S.O. 1980, c.84; Consumer Protection Bureau Act, R.S.O. 1980, c.88; Consumer Protection Act, R.S.O. 1980, c.87; Consumer Reporting Act, R.S.O. 1980, c.89; Discriminatory Business Practices Act, R.S.O. 1980, c.119, s.7(4); Motor Vehicle Dealers Act, R.S.O. 1980, c.299; as amended, S.O. 1983, c.31; Real Estate and Business Brokers Act, R.S.O. 1980, c.431; Paperback and Periodical Distributors Act, R.S.O. 1980, c.366; Residential Complex Sales Representation Act, S.O. 1983, c.67; Travel Industry Act, R.S.O. 1980, c.509; Prepaid Services Act, S.O. 1988, c.39, Motor Vehicle Repair Act, S.O. 1988, c.38. **Information Maintained:** Name, address and telephone number of complainants and person/company against whom complaint is made, complaint information, notes and correspondence. **Uses:** Determine offences against the act; mediate complaints. **Users:** Division staff. **Individuals in Bank:** Individuals filing complaints with the Toronto Consumer Services Bureau and companies/vendors of goods and services. **Retention and Disposal:** Up to 100 years, then destroyed; select files to archives.

Consumers' Correspondence

Location: Theatres Section, Entertainment Standards Branch. **Legal Authority:** Theatres Act, R.S.O. 1980, c.498; as amended, S.O. 1984, c. 56, s.3. **Information Maintained:** Name, address, correspondence. **Uses:** Maintain consumer correspondence concerning censorship policy and decisions. **Users:** Theatres Section staff. **Individuals in Bank:** Consumers corresponding with Theatres Section. **Retention and Disposal:** Five years, then destroyed.

Entertainment Standards Branch - Investigation Records

Location: Entertainment Standards Branch. **Legal Authority:** Theatres Act, R.S.O. 1980, c.498; as amended, S.O. 1984, c. 56; Athletics Control Act, R.S.O. 1980, c.34; Criminal Code of Canada. **Information Maintained:** Name, current and former addresses, date of birth, citizenship, marital status, physical description, police record, photographs, copies of documents, court briefs, computer printouts, information from confidential sources of current and completed investigations, prosecutions. **Uses:** Investigation and prosecution purposes; determine fitness for registration. **Users:** Ministries of Consumer and Commercial Relations, Financial Institutions, the Attorney General and the Solicitor General, law enforcement agencies of the federal and other provincial governments. **Individuals in Bank:** Individuals and corporations subject to investigation. **Retention and Disposal:** Ten years, then destroyed.

Licensee Compliance and Inspection Records

Location: Consumer Services Branch. **Legal Authority:** Collection Agencies Act, R.S.O. 1980, c.73; as amended, S.O. 1983, c.32; Consumer Protection Act, R.S.O. 1980, c.87, s.3; Consumer Reporting Act, R.S.O. 1980, c.89, s.2; Motor Vehicle Dealers Act, R.S.O. 1980, c.299; as amended, S.O. 1983, c.31, s.2; Real Estate and Business Brokers Act, R.S.O. 1980, c.431, s.2; Travel Industry Act, R.S.O. 1980, c.509, s.2; Prepaid Services Act, S.O. 1988, c.39, Motor Vehicle Repair Act, S.O. 1988, c.38. **Information Maintained:** Name, business and home addresses, telephone number, business transactions, employees' names, details of general and trust accounts, general ledger, copies of documentation from registration files, inspection reports, copy of inspection assignment and inspection schedule of registrants, principal shareholders, directors, officers and employees of non-registered businesses. **Uses:** Ensure businesses comply with appropriate act; provide registrars with reference when processing registrations. **Users:** Division staff. **Individuals in Bank:** Principal shareholders, directors, officers, employees of non-registered businesses and registrants under acts administered by division. **Retention and Disposal:** Ten years, then destroyed.

Licences - Film Projectionists, Theatre Owners, Film Exchanges, Theatres, Distributors and Retail Stores

Location: Licensing Section, Entertainment Standards Branch. **Legal Authority:** Theatres Act, R.S.O. 1980, c.498; as amended, S.O. 1984, c.56. **Information Maintained:** Name, address, photograph, examination results. **Uses:** Issue licences. **Users:** Theatres Section staff. **Individuals in Bank:** Film projectionists, theatre owners, distributors, exhibitors, retail store owners. **Retention and Disposal:** Five years after file becomes inactive, then destroyed.

Licences - Lotteries

Location: Licensing Section. **Legal Authority:** Criminal Code, R.S.C. 1970, c.C-34, s.206 and s.207; Order in Council 274/70, as amended, 2639/73. **Information Maintained:** Name, address, date of birth, telephone number, organization, licence number, lottery complaints, complainant's name, address, municipality, subject of complaint, licence number, resolution. **Uses:** Determine whether or not organizations and individuals are licensed; ensure licensee operates according to terms and conditions of the licence; calculate fees and refunds to municipalities. **Users:** Division staff. **Individuals in Bank:** Individuals and organizations applying for or in possession of a lottery or bingo licence. **Retention and Disposal:** Ten years, then destroyed.

Registrations - Paperback and Periodical Distributors

Location: Paperback and Periodical Distributors Act Office. **Legal Authority:** Paperback and Periodical Distributors Act, R.S.O. 1980, c.366. **Information Maintained:** Name, address, date of birth, employment history, financial history, criminal record, business involvement, citizenship, qualifications, sponsor, credit information, judgements, inspections. **Uses:** Ensure applicants meet requirements for registration; record registration status. **Users:** Division staff. **Individuals in Bank:** Registered distributors, individuals and corporations applying for, maintaining or denied registration. **Retention and Disposal:** Five years after file becomes inactive, then destroyed.

The division develops and supports corporate administrative policies, strategies and plans to encourage effective use of information technology. It coordinates the management of corporate information to ensure effective and efficient use of information and, to ensure protection against loss or destruction. The division also provides computer systems development services, information systems support services and facilities to the Ministry of Consumer and Commercial Relations and the Ministry of Financial Institutions, including advice and consultation on information technology issues.

General Classes or Types of Records

Contain background material on technical strategies, standards and policies and information on the ministry's technical initiatives.

- Application Feasibility Studies
- Application Submissions and Reports
- Corporate Technology Plans, Policies, Standards and Guidelines
- Information Management Reports
- Information Systems - Documentation
- Project Plans and Status Reports
- Requests for Proposals, Tenders and Contracts

Personal Information Banks

None

Registration Division

The division registers real property interests and personal property security interests, incorporations, sole proprietorships, partnerships, assumed corporate names, births, deaths, marriages, divorces, adoptions and name changes. It comprises: Assistant Deputy Minister's Office; Real Property Registration; Property Law; Personal Property Registration; Companies; and Registrar General Branches.

General Classes or Types of Records

Contain information on administration, legislation and reports.

- Companies Branch - Corporate Records, Registers, Registrations of Sole Proprietorships, Partnerships and Business Names, Security Rolls of Documents Filed or Registered
- Personal Property Registration Notices, Reports, Legislation and Regulations
- Property Law Branch - Property Law Committee Meetings, Legal Audit Reports and Interpretations, Statutes and Regulations
- Real Property Registration Branch - Records, Reports, Automated Index and Retrieval System Documentation, Automated Mapping and Titles Indexing System, Condominium Declarations and Descriptions
- Registrar General Branch - Legislation and Regulations, Revenue Reports, Proposals, Statistics

Manuals

Issued to Companies Branch staff and users.

- Companies Branch - Directives
- Incorporator's Handbook
- Not for Profit Incorporator's Handbook

Issued to Personal Property Registration Branch staff and users.

- Debtor Name Enquiry Guide
- Deposit Account Guide
- Motor Vehicle Enquiry Guide
- Registration Guide

Issued to Property Law Branch staff, Real Property Registration Branch staff, county law associations, Canadian Bar Association - Ontario Real Property Section. User's guides available to lawyers and other users.

- Land Titles Procedural Guide
- Property Law Bulletins

Issued to Real Property Registration Branch staff and users.

- Boundaries Act Procedural Guide for Users
- Certification of Titles - Application Procedural Guide for Users
- Document Users Guides - English and French
- Land Titles Abstracting Guidelines
- Land Titles Conversion Procedural Guide
- Land Titles Procedural Guide
- Property Law Bulletins
- Property Mapping Procedural Guide
- Registry Office Abstracting Guidelines
- Standard Charge Terms - Annual Edition
- Title Examiner's Procedural Guide

Issued to Registrar General Branch staff, divisional registrars, issuers, clergy, hospitals, coroners, funeral directors and physicians.

- Death Registration Guidelines
- Division Registrar's Manual
- Information System Procedures
- Internal Operating Procedures
- Marriage Handbook

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

- Career Planning/Training
- Performance Management

Also contain information relating to births, deaths, marriages, stillbirths, parentage, adoptions, divorces and name changes.

Vital Statistics

Location: Registrar General Branch. **Legal Authority:** Marriage Act, R.S.O. 1980, c.256; Vital Statistics Act, R.S.O. 1980, c.524; as amended, S.O. 1981, c.66, S.O. 1983, c.34, S.O. 1986, c.9, S.O. 1987, c.4, s.13, S.O. 1989, c.56, s.51 and S.O. 1990, c.12; Change of Name Act, S.O. 1986, c.7. **Information Maintained:** Name (including former names), place of residence, length of residence, mailing address, date and place of event, registration date and number, sex, race, marital history, family history, citizenship, education, financial history, religion, Social Insurance Number, OHIP number, occupation, proceedings and criminal convictions, information pertaining to death, oaths of secrecy. **Uses:** Register and record Ontario births, deaths, marriages, stillbirths, adoptions, divorces, name changes, persons authorized to solemnize marriage; record corrections, amendments, sex changes, court orders regarding parentage and file statutory declarations of parentage; compile, publish and distribute statistics; provide certified copies, extracts, certificates, search notices, photocopies; research, medical, law enforcement, adoption and adoption disclosure purposes. **Users:** Branch staff, division registrars and other users as permitted under the Marriage Act, the Change of Name Act, the Vital Statistics Act or R.R.O. 1980, Reg. 942, s.67. **Individuals in Bank:** Persons born, married, authorized to solemnize marriage, divorced or deceased, stillborn, adopted, baptised, changing their name or sex or declaring parentage in Ontario. **Retention and Disposal:** As per retention and disposal schedule for each category of information maintained.

Support Services Division

Provides support and control services to the ministry and its agencies. The Communications Services Branch provides consumer information and education. The division comprises: Communications Services; Finance and Administrative Services Branch; Office of French Language Services; Human Resources Branch; Internal Audit and Operational Review Branch; and the Freedom of Information and Protection of Privacy Office.

General Classes or Types of Records

Contain general administration records as described in Chapter II of this directory.

Manuals

Issued to provide guidelines on office procedures, administration, and financial management.

Freedom of Information and Protection of Privacy Procedures Manual

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Career Planning/Training (Human Resources Database)
Central Attendance Recording System (CARS)
Employment Application Inventory
Employment Equity Program
Freedom of Information and Protection of Privacy Act Requests
General Employment History and Payroll Information
Grievances and Applications
Identity/Employee Card
Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)
Job Competitions
Medical Information (Personnel)
Ombudsman/Human Rights Commission
Parking Records
Performance Management
Travel/Expense Accounts
Workers' Compensation

Technical Standards Division

The division is responsible for ensuring public safety related to elevating devices, amusement devices, pressure vessels, power plants, compressor and refrigeration plants, hydrocarbon fuels and upholstered and stuffed articles. It regulates businesses and individuals engaged in the manufacture, supply, installation, operation, maintenance and/or use of goods, services or devices related to these areas.

General Classes or Types of Records

Contain information on administration, audit and inspection reports, and operational statistics.

Bulletins and Information Letters, Brochures
Certifications, Applications (boiler and pressure vessel manufacturers)
Directors' Rulings
Computer System - Operating Statistics, Financial Reports
Legislation and Policy Records
Licences/Permits, Applications (business owners of amusement devices, elevating devices, changes of owner or licencee, copies of elevating device licences, gasoline and propane facilities and transporters, fuel transmission and distribution pipelines)
Minutes of Meetings (including Technical Advisory Committee)
Operation Statistics/Financial Reports
Product Information
Registrations, Applications (operating plants, boilers and pressure vessels, elevating device designs, amusement devices technical dossiers, elevating device owners and general contractors, contractors under the Energy Act and Gasoline Handling Act, underground fuel storage tanks, upholstered and stuffed articles manufacturers and home hobbyists)
Reports, Records (boiler and pressure vessel manufacture data, inspections, audits, incidents and occurrences, complaints, investigations, enforcement)

Manuals

Issued to inspectors and Pressure Vessels Safety Branch staff.

Inspectors Manual
Welding Procedures

Personal Information Banks

Contain information on the certification of individuals in technical trades regulated by the division.

Certificates of Competency - Boilers and Pressure Vessels

Location: Pressure Vessels Safety Branch. **Legal Authority:** Boilers and Pressure Vessels Act, R.S.O. 1980, c.46; as amended, S.O. 1983, c.33, s.3. **Information Maintained:** Name, address, certificate number, issue and renewal dates, technical education, experience. **Uses:** Provide record of certificate holders. **Users:** Branch staff, insurance companies. **Individuals in Bank:** Holders of Boilers and Pressure Vessels Inspection Certificates of Competency. **Retention and Disposal:** Until certificate- holder's death, then destroyed.

Certification of Qualification - Operating Engineers

Location: Pressure Vessels Safety Branch. **Legal Authority:** Operating Engineers Act, R.S.O. 1980, c.363; as amended, S.O. 1982, c.42, s.22. **Information Maintained:** Name, address, classification, date of birth, qualifying work experience, offences under the act, certificate number, issue and renewal dates. **Uses:** Provide record of certified operating engineers. **Users:** Branch staff, plant owners. **Individuals in**

Bank: Holders of Certificate of Qualification, Operating Engineers Act, Boilers and Pressure Vessels Inspection Certificate of Competency. **Retention and Disposal:** Until certified operating engineer's death, then destroyed.

Natural Gas and Propane Fitters and Handlers, Oil Burner Mechanics and Pipeline Inspectors - Applications

Location: Fuels Safety Branch. **Legal Authority:** Energy Act, R.S.O. 1980, c.139, s.3. **Information Maintained:** Name, address, date of birth, Social Insurance Number, certificate category and number, payment, issue and expiry dates. **Uses:** Certify or upgrade certificate-holders; determine renewal payments. **Users:** Division staff. **Individuals in Bank:** Natural gas and propane fitters and handlers, oil burner mechanics, pipeline inspectors. **Retention and Disposal:** Not determined.

Welders - Performance Tests

Location: Pressure Vessels Safety Branch. **Legal Authority:** Boilers and Pressure Vessels Act, R.S.O. 1980, c.46; as amended, S.O. 1983, c.33, s.36. **Information Maintained:** Name, address, employer's name and address, test details, expiry date of identification card. **Uses:** Provide record of tested welders. **Users:** Branch staff. **Individuals in Bank:** Skilled pressure- part welders. **Retention and Disposal:** Two years after test, then destroyed.

Affiliated Agencies

Board of Review Under the Operating Engineers Act

The board evaluates safety procedures and provides advice on the safe operation of plants and the training and employment of operating engineers and operators. It also advises on revisions to the act and regulations.

General Classes or Types of Records

Contain rulings and minutes of board meetings.

Personal Information Banks

None

Commercial Registration Appeal Tribunals

The tribunal holds public hearings on appeals to review administrative decisions and provides an independent, inexpensive appeal procedure for persons affected by a variety of business practices subject to provincial regulation. Appeals to the tribunal are presently authorized under 15 statutes including the Liquor Licence Act.

General Classes or Types of Records

Contain information related to the general administration of the tribunal.

Personal Information Banks

Contain information on public hearings.

Tribunal Hearings

Location: Commercial Registration Appeal Tribunal. **Legal Authority:** Registration and licensing statutes administered by the Ministry of Consumer and Commercial Relations and Ministry of Financial Institutions. **Information Maintained:** Solicitor's or applicant's name, address, telephone number, company name, exhibit information. **Uses:** Prepare hearing. **Users:** Tribunal administrative staff. **Individuals in Bank:** Appellants, claimants, solicitors. **Retention and Disposal:** 15 days after a Tribunal decision, then exhibits only are returned to parties concerned or transferred with file to archives.

Liquor Licence Board of Ontario

The Liquor Licence Board of Ontario licenses and regulates individuals and premises involved in the sale of beer, wine or spirits; monitors all forms of advertising related to alcoholic beverages; licenses manufacturers of beer, wine and spirits; and issues Ontario Photo Cards.

General Classes or Types of Records

Contain minutes of board meetings, administrative records and information on the production, importation, distribution and provincial sales of alcoholic beverages.

Manuals

Issued to board staff.

Inspection Branch

- Alcohol Regulation: Legal and Public Health Issues
- Guidelines for Advertising
- Inspection Manual
- Procedures
- Stores Procedures

Licencing Branch

- Guide to a Better Understanding of Liquor Licence Regulations
- Interpretations and Directives
- Licensing and Permits Directives
- Liquor Licence: How to Get and Keep One
- Procedures
- Special Occasion Permits

Financial and Administrative Services

- Purchasing Manual
- Records Management Manual

Personnel Services

- Management Benefits Guidelines

Executive Offices

- Memorandum of Understanding and Bylaws

Legal and Advertising Services
Advertising and Promotional Services

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained with the exception that the legal authority is the Liquor Licence Act.

Career Planning/Training
Employment Application Inventory
Employment Equity Program
General Employment History and Payroll Information
Grievances and Applications
Identity/Employee Card
Job Competitions
Ombudsman/Human Rights Commission
Performance Management
Travel/Expense Accounts
Workers' Compensation

Also contain information on registrants, applications for Ontario Photo Cards, Registered Representative Cards and special occasion permits.

Attendance Recording System/Payroll Personnel and Employee Benefits System

Location: Liquor Licence Board of Ontario. **Legal Authority:** Liquor Licence Act, R.S.O. 1980, c.244; as amended, S.O. 1981, c.1 and S.O. 1984, c.4, s.3. **Information Maintained:** Name, address, Social Insurance Number, date of birth, education, medical information, work history, salary data. **Uses:** Issue pay cheques; compile statistical reports. **Users:** Authorized ministry management staff, Personnel and Finance Sections staff. Select information to the Ontario Public Service Employees Union, insurance companies, banks and Workers' Compensation Board. **Individuals in Bank:** Government employees. **Retention and Disposal:** Attendance records retained up to 50 years after termination, then destroyed; payroll, personnel and employee benefits records retained up to 50 years after termination, then transferred to archives.

Liquor Licences - Applications and Record of Establishments

Location: Liquor Licence Board of Ontario. **Legal Authority:** Liquor Licence Act, R.S.O. 1980, c.244; as amended, S.O. 1981, c.1 and S.O. 1984, c.4, s.2. **Information Maintained:** Name, address, telephone number, employment history, age, citizenship, income, marital status, criminal record, inspection, investigation or police reports, preliminary survey, final report, photographs, financial statements, sales reports, leases, agreements of various types, disciplinary hearings, notice of proposals, club membership lists, licence renewal applications, licence transfer applications. **Uses:** Maintain historical record of establishment and licensee; assess licensee's suitability, prior to issuing initial licence. **Users:** Board staff, authorized staff of the Ontario Provincial Police. **Individuals in Bank:** Applicants, licence-holders, shareholders. **Retention and Disposal:** Paper retained up to 21 years, then destroyed; select files to archives. Retention for computer files not determined.

Ontario Photo Cards - Applications

Location: Liquor Licence Board of Ontario. **Legal Authority:** Liquor Licence Act, R.S.O. 1980, c.244; as amended, S.O. 1981, c.1 and S.O. 1984, c.4, s.2. **Information Maintained:** Name, address, telephone number, date of birth, photographs, applicant's certificate, guarantor's certificate. **Uses:** Assess applicant's suitability for an Ontario Photo Card. **Users:** Board staff, authorized police staff. **Individuals in Bank:** Applicants, card-holders. **Retention and Disposal:** Two years, then destroyed.

Registered Representative Cards - Applications

Location: Liquor Licence Board of Ontario. **Legal Authority:** Liquor Licence Act, R.S.O. 1980, c.244: as amended, S.O. 1981, c.1 and S.O. 1984, c.4, s.38 and s.44. **Information Maintained:** Name, address, telephone number, employer, criminal record. **Uses:** Assess applicant's suitability for a Registered Representative Card. **Users:** Board staff. **Individuals in Bank:** Applicants, card-holders. **Retention and Disposal:** One year, then destroyed.

Special Occasion Permits - Applications

Location: Liquor Licence Board of Ontario. **Legal Authority:** Liquor Licence Act, R.S.O. 1980, c.244; as amended, S.O. 1981, c.1 and S.O. 1984, c.4, s.2. **Information Maintained:** Name, address, location, date and time of event, amounts of spirits, expected attendance. **Uses:** Issue special occasion permits; reconcile inventory and monies. **Users:** Board staff. **Individuals in Bank:** Applicants. **Retention and Disposal:** Two years, then destroyed.

Special Occasion Permits - Applications for Diplomats and Consular Officers of Career

Location: Liquor Licence Board of Ontario. **Legal Authority:** Liquor Licence Act, R.S.O. 1980, c.244; as amended, S.O. 1981, c.1 and S.O. 1984, c.4, s.2. **Information Maintained:** Name, address, name of mission, address and specific location of building, function date, time and duration, expected attendance, name and rank of function host. **Uses:** Issue permits. **Users:** Board staff. **Individuals in Bank:** Diplomats and consular officers of career. **Retention and Disposal:** Three years, then destroyed.

Ontario Film Review Board

The Ontario Film Review Board approves and classifies all films for public exhibition and videotapes for rent, lease or sale to Ontario consumers.

General Classes or Types of Records

Contain information related to the general administration of the board.

Personal Information Banks

None

Ontario Racing Commission

The Ontario Racing Commission administers the Racing Commission Act governing horse racing in Ontario. The commission also administers the Race Track Tax-Sharing Arrangement that involves the Ontario Sires Stakes Program.

General Classes or Types of Records

Contain information related to the administration of horse racing in the province.

Commission Hearings and Meetings - Minutes
Industry-Related Statistics

Manuals

Issued to commission staff.

Head Office Procedures
Field Operations Procedures

Personal Information Banks

Contain information on track operators, and registration of standardbred and thoroughbred horses in the province.

Owners of Standardbred and Thoroughbred One-Year-Olds and Three- Year-Olds - Applications

Location: Ontario Racing Commission. **Legal Authority:** Racing Commission Act, R.S.O. 1980, c.429; as amended, S.O. 1981, c.33, s.11. **Information Maintained:** Name, address, telephone number, height, weight, hair and eye colour, peculiarities, marital status, place and date of birth, sex, OHIP, next-of-kin, criminal record, language, driver's licence, employment off track, fingerprints, date of amputation, nationality. **Uses:** Issue licences; identification purposes. **Users:** Commission staff, authorized staff of the Canadian Trotting Association and Ontario Provincial Police. **Individuals in Bank:** Standardbred and thoroughbred owners whose involvement in the industry requires access to the backstretch area of race tracks, individuals working at the track as participants (grooms, trainers, drivers, jockeys, etc.) or mutuel employees. **Retention and Disposal:** Three years after file becomes inactive, then transferred to archives.

Race Track Operators - Personal History Records and Licences

Location: Ontario Racing Commission. **Legal Authority:** Racing Commission Act, R.S.O. 1980, c.429; as amended, S.O. 1981, c.33, s.11. **Information Maintained:** Name, address, number and type of shares, number of votes, date of birth, marital status, maiden name, past race licensing history, past and present racing business interests, name and address of references, employment record, criminal record, information concerning refusal of licences, affiliation with other tracks. **Uses:** Monitor individuals controlling the operation of race tracks in Ontario. **Users:** Commission staff. **Individuals in Bank:** Applicants, general manager, officers, directors, members of the management or executive committee of the race track. **Retention and Disposal:** Up to 20 years, then transferred to archives.

Public Records

Information in these records is available to the general public upon application and, in some cases, after payment of a fee. Contain information related to personal property bills of sale, administration of the Business Practices Act, business, land, personal property security, standard stallion registrations and attendance records of public meetings of the Liquor Licence Board.

Bills of Sale - Registration (Registration Division)

Purpose: Register personal property bills of sale. **Legal Authority:** Bills of Sale Act, R.S.O. 1980, c.43, s.8. **Information Maintained:** Name, address, financial information, description of property on bill of sale. **Retrievability:** Names of parties involved. **Retention and Disposal:** 20 years following initial or renewed registration, then destroyed. **Access Procedures:** Searches may be requested in person only at any one of 49 Personal Property Registration Branch offices. Fees payable. Refer to the KWIC Index for addresses.

Business Practices Act - Administrative Actions (Business Practices Division)

Purpose: Record administrative actions taken under the act. **Legal Authority:** Business Practices Act, R.S.O. 1980, c.55, s.5. **Information Maintained:** Names and addresses of individuals involved in proposals, Assurances of Voluntary Compliance, director's Cease and Desist Orders. **Retrievability:** Company's/individual's name. **Retention and Disposal:** Not determined. **Access Procedures:** Searches may be requested in person only by contacting the Ministry of Consumer and Commercial Relations Library, Main Floor, 555 Yonge Street, Toronto, Ontario, M7A 2H6, telephone: (416) 326-8555; or the Director, Consumer Services Branch, 2nd Floor, 555 Yonge Street, Toronto, Ontario, M7A 2H6, telephone: (416) 326-8606.

Companies Data Base (Registration Division)

Purpose: Record basic information concerning business entities carrying on business in Ontario. **Legal Authority:** Business Corporations Act, S.O. 1982, c.4; Corporations Information Act, R.S.O. 1980, c.96; as amended, S.O. 1982, c.23 and S.O. 1984, c.3; Limited Partnerships Act, R.S.O. 1980, c.241; Partnerships Act, R.S.O. 1980, c.370; Partnerships Registration Act, R.S.O. 1980, c.371; Extra-Provincial Corporations Act, S.O. 1984, c.14; Corporations Act, R.S.O. 1980, c.95. **Information Maintained:** Active and inactive corporations, current and former office addresses, names and residential addresses of current and former directors and officers, sole proprietorships, partnerships, corporate registrations of business names or style, names, business and home addresses of individuals, business purpose. **Retrievability:** Corporate records - exact name of record, corporation number; sole proprietorships, partnerships and business names or styles - exact name of business entity. **Retention and Disposal:** Corporate records - not determined; sole proprietorships, partnerships and business names or styles - five years following expiry or withdrawal of registration, then transferred to archives. **Access Procedures:** Searches which produce copies of documents, certified copies of documents and certificates of status are provided on a fee-for-service basis. Searches may be carried out over-the-counter in the public office of the Companies Branch, Ministry of Consumer and Commercial Relations, 2nd Floor, 393 University Avenue, Toronto, Ontario, M7A 2H6. Mailed requests for data, certificates or information from corporate records should be addressed to Companies Branch, Ministry of Consumer and Commercial Relations, 2nd Floor, 393 University Avenue, Toronto, Ontario, M7A 2H6, telephone: (416) 596-3736. Mailed requests for copies of sole proprietorships, partnerships or business name or style registrations should be addressed to Registrar of Partnerships, Companies Branch, Ministry of Consumer and Commercial Relations, 2nd Floor, 393 University Avenue, Toronto, Ontario, M7A 2H6, telephone: (416) 596-3739.

Land Registration System (Registration Division)

Purpose: Register land transactions in Ontario. **Legal Authority:** Land Titles Act, R.S.O. 1980, c.230; as amended, S.O. 1982, c.47 and S.O. 1984, c.32, s.2; Registry Act, R.S.O. 1980, c.445; as amended, S.O. 1981, c.17, S.O. 1982, c.46 and S.O. 1984, c.32, s.2; Certification of Titles Act, R.S.O. 1980, c.61; as amended, S.O. 1982, c.38, s.2; Boundaries Act, R.S.O. 1980, c.47, s.2; Condominium Act, R.S.O. 1980, c.84, s.5; Land Registration Reform Act, S.O.

1984, c.32, s.8. **Information Maintained:** Transferor's and spouse's name, address for service, transferee's name, address for service, chargor's and spouse's name, address for service, chargee's name, address for service, solicitors, property identifiers, consideration, legal description of property, financial particulars, assessment roll number, municipal property address, registration date and number, type of discharge, other parties' names and addresses for service. **Retrievability:** Lot, plan or concession number, parcel number, property identification number (PIN). **Retention and Disposal:** Not determined. **Access Procedures:** Searches may be requested in person only at any one of 65 Land Registry offices. Fees payable. Refer to the KWIC Index for addresses.

Ontario Sires Stakes - Stallion Registrations (Ontario Racing Commission)

Purpose: Establish ownership of stallions in Ontario; ensure conditions of eligibility. **Legal Authority:** Racing Commission Act, R.S.O. 1980, c.429; as amended, S.O. 1981, c.33, s.11. **Information Maintained:** Name, address, telephone number of stallion's owner. **Retrievability:** Name of horse, owner. **Retention and Disposal:** Five years, then transferred to archives. **Access Procedures:** Searches may be requested in person or by mail by contacting Secretary-Treasurer, Ontario Racing Commission, Ministry of Consumer and Commercial Relations, 180 Dundas Street West, Toronto, Ontario, M5G 1Z8,telephone: (416) 963-0520. No fees payable.

Personal Property Security Registration System (Registration Division)

Purpose: Register security interests in personal property in Ontario. **Legal Authority:** Personal Property Security Act, R.S.O. 1980, c.375; as amended, S.O. 1981, c.2 and c.58, s.41 and s.42; Corporation Securities Registration Act, R.S.O. 1980, c.94, s.11. **Information Maintained:** Name, address, date of birth, sex of debtor, secured party and registering agent, collateral, classification/description, registration number, amendment and discharge particulars. **Retrievability:** Name of person or body creating security interest (debtor), motor vehicle serial number. **Retention and Disposal:** Not determined. **Access Procedures:** Searches may be requested in person or by mail by contacting any one of the 49 Personal Property Registration offices. Telephone enquiries may also be made by users with deposit accounts. Refer to the blue pages of the local telephone directory for addresses.

Public Meetings and Hearings - Attendance (Liquor Licence Board of Ontario)

Purpose: Record attendance regarding applications for licence or licensed establishments. **Legal Authority:** Liquor Licence Act, R.S.O. 1980, c.244; as amended, S.O. 1981, c.1 and S.O. 1984, c.4, s.2. **Information Maintained:** Name, address. **Retrievability:** Licence number, individuals'/establishment's name. **Retention and Disposal:** Not determined. **Access Procedures:** Searches may be requested in person, by mail or telephone by contacting Solicitor, Legal Services Branch, Liquor Licence Board of Ontario, 55 Lakeshore Boulevard East, Toronto, Ontario, M5E 1A4, telephone: (416) 326-0631.

Access

Freedom of Information and Privacy Coordinator
Ministry of Consumer and Commercial Relations
6th Floor, 10 Wellesley Street East
Toronto, Ontario
M7A 2H8
Telephone: (416) 326-8470
TDD: (416) 326-8555

A public reading room for the review of manuals and other information is open during regular office hours in the library on the first floor at 555 Yonge Street, Toronto.

Ministry of Correctional Services

Head

Minister of Correctional Services
Suite 400, North Tower
175 Bloor Street East
Toronto, Ontario
M4W 3R8
Telephone: (416) 326-5071

Mandate

Mandated by federal and provincial legislation, the ministry is responsible for adult offenders who are: remanded into custody; sentenced to custodial terms of less than two years; sentenced to community correctional programs; released on Ontario parole. In addition, the ministry administers all correctional programs for young offenders aged 16 years or older.

Organization

The ministry comprises a corporate office in Toronto five regional offices, head office in North Bay and field offices and institutions throughout Ontario. Refer to the Government of Ontario Telephone Directory for details regarding addresses.

Divisions

Corporate Services Division

Responsible for corporate strategic/operational planning and support services. The division comprises five branches: Planning and Evaluation; Human Resources Management; Management Information Systems; Finance and Administrative Services; and Operational Review and Audit. An Investigation Unit reports directly to the deputy minister.

General Classes or Types of Records

Contain information relating to general administration, policy and resources planning, information systems development, personnel, staff development, and accounting processes. Also contains reports prepared by auditors or inspectors following audits, and program reviews or incident investigations in ministry offices, institutions or agencies providing services to the ministry.

- Accommodation, Construction and Maintenance of Correctional Facilities
- Audit Reports
- Correctional Agencies and Facilities
- Correctional Research and Evaluation Records and Statistics
- Intergovernmental/Interministerial Issues
- Investigation Reports
- Operational Review Files
- Staff Training Material (correctional officer basic and refresher training, human rights training, Institutional Crisis Intervention Team (ICIT) training, management training, personnel policies and procedures training, probation and parole officers' basic training, professional development training)

Manuals

Provide ministry staff with a convenient reference source of policy and procedural directives and guidelines regarding administration, finance, personnel, program training, staff development, and management information systems. Also issued to audit managers and auditors to provide procedural direction and guidance on conducting audits.

- Administrative and Financial Services Division (vol. 1 and 2)
- Administrative and Financial Policy and Procedures (vol. 1) - Finance
- Adult Information System (AIS) Institutional Manual
- Audit Manual
- Client Information System (CIS) - Probation and Parole
- Delegation of Authority
- Expenditure and Revenue Coding
- Freedom of Information and Protection of Privacy Policy and Procedures Manual
- Input/Output Control
- Institutional Administrative System (IAS) Key Operators' Manual
- Institutional Administrative System (IAS) Users' Manual
- Personnel Policies and Procedures
- Policy and Procedure for Educational Leave and/or Assistance

Personal Information Banks

Personnel-related and are used for general administration and accounting processes. The following common personal information banks as described in the introduction to this directory are maintained.

- Career Planning/Training
- Central Attendance Recording System (CARS)
- Employment Application Inventory
- Employment Equity Program
- Freedom of Information and Protection of Privacy Act Requests
- General Employment History and Payroll Information
- Grievances and Applications
- Integrated Payroll, Personnel and Employee Benefits System
- (IPPEBS)
- Job Competitions
- Medical Information (Personnel)
- Ombudsman/Human Rights Commission
- Performance Management
- Workers' Compensation

Also contain information on finance records and investigations for disciplinary actions, inquests and civil litigation.

Finance Records

Location: Finance and Administrative Services Branch and institutions and probation and parole offices. **Legal Authority:** Public Service Act, R.S.O. 1980, c.418, as amended; R.R.O. 1980, Reg. 881, as amended; Financial Administration Act, R.S.O. 1980, c.161, as amended; Ministry of Treasury and Economics Act, R.S.O. 1980, c.291. **Information Maintained:** Name, Social Insurance Number, work location, overtime/shift premium hours, earnings, deductions, hours worked, particulars of goods or services, travel and other expenses of employees. **Uses:** Payroll preparation; payment or reimbursement to vendors and employees. **Users:** Ministry administrative and financial staff. **Individuals in Bank:** Employees, vendors of supplies and services. **Retention and Disposal:** Two to seven years, then destroyed.

Investigation Files

Location: Investigation and Security Section. **Legal Authority:** Ministry of Correctional Services Act, R.S.O. 1980, c.275, as amended; R.R.O. 1980, Reg. 649 and Reg. 650, as amended. **Information Maintained:** Name, date of birth, education, family and medical information, criminal history, statement taken under oath. **Uses:** Provide evidence/information for disciplinary action, inquests, court proceedings and civil litigation. **Users:** Investigation and Security Section staff, senior ministry officials, Legal Branch staff. **Individuals in Bank:** Employees and ministry clients. **Retention and Disposal:** 10 years, then destroyed.

Operations Division

Provides a wide range of custodial and community-based services for adult and young offenders. Five regional offices oversee 53 institutions including jails, detention centres and correctional centres, treatment centres and young offenders secure custody centre. Regional offices also oversee community-based supervision at 130 probation/parole offices and more than 100 community residences for adult and young offenders.

General Classes or Types of Records

Contain information relating to general administration, planning, development, policy, operational procedures for institutional and community programs for adult and young offenders.

Academic and Vocational Programs
Bailiff Vehicle Records
Community Programs
Community Residential Agencies/Agreements
Community Resource Centres
Food Service Contracts, Menus and Statistics
Health Care Program
Industrial Program
Institutional Administration and Security Control Records
Institutional Programs
Open and Secure Custody Facilities for Young Offenders
Policy and Procedures Development and Proposals
Probation and Parole Administration Records
Recreation Program
Social Work Program
Volunteer Program

Manuals

Provide guidelines on operational policy, standards and procedures for adult and young offenders in custody, probationers and parolees. As well, directives on topical issues are circulated periodically.

CRC Policy and Procedures Manual
Food Services
Local Institutional Standing Orders
Probation and Parole Policy and Procedures
Probation and Parole Secretarial Manual
Program and Service Inventory
Residential Services Standards and Guidelines
Standards and Procedures (vols. 1 and 2)
Young Offenders Act Operational Policy and Procedures

Personal Information Banks

Contain information relating to offenders in either custodial or community care of the ministry.

Bailiff Inmate Reference Cards and Trip Records

Location: Offender Programming and Operational Support Branch. **Legal Authority:** Ministry of Correctional Services Act, R.S.O. 1980, c.275, as amended; R.R.O. 1980, Reg. 649 and Reg. 650, as amended. **Information Maintained:** Name, reference number, places of incarceration, offences, sentences and potential security/care problems. **Uses:** Quick reference; document transfer of inmates between institutions. **Users:** Administrative and support staff, project officers, senior bailiffs, auditors, inspectors. **Individuals in Bank:** Inmates, bailiffs. **Retention and Disposal:** Two months to two years, then destroyed; computer records periodically purged.

Correctional Clinical/Treatment Records

Location: Adult correctional institutions. **Legal Authority:** Ministry of Correctional Services Act, R.S.O. 1980, c.275, as amended; R.R.O. 1980, Reg. 649 and Reg. 650, as amended. **Information Maintained:** Name, age or date of birth, results of medical examination, medication ordered and provided, clinical/treatment data. **Uses:** Assist authorized personnel in administering required medical/clinical services to inmates. **Users:** Medical/clinical personnel. **Individuals in Bank:** Inmates. **Retention and Disposal:** 50 years, then destroyed.

Inmate Records

Location: Offender Registry, Management Information Systems Branch and adult correctional institutions. **Legal Authority:** Ministry of Correctional Services Act, R.S.O. 1980, c.275, as amended, Parts I and II; R.R.O. 1980, Reg. 649, as amended, Part I. **Information Maintained:** Name, date of birth, RCMP fingerprint reference codes, physical description, names and addresses of next-of-kin, education, employment history, offence and sentence data, record of belongings, entitlements such as remission, allowances, reports, assessments, classification and any related correspondence. **Uses:** Identify inmates; assist in their placement in rehabilitation programs; ensure adherence to court sentences. **Users:** Institutional program managers, administrative, classification and professional staff, ministry investigators. **Individuals in Bank:** Inmates. **Retention and Disposal:** Paper retained 10 years following year of release, then destroyed or transferred to archives; microfilm kept in accordance with ministry criteria for at least 5 years, then transferred to archives; selected computer records purged periodically according to established criteria and procedures.

Institutional Administration and Control Records

Location: Offender Registry, Management Information Systems Branch and adult correctional institutions. **Legal Authority:** Ministry of Correctional Services Act, R.S.O. 1980, c.275 as amended, Parts I and II; R.R.O. 1980, Reg. 649, as amended, Part I. **Information Maintained:** Name, reference number, date and nature of activities including reminders, records of belongings, medication/drug usage or administration, fines, correspondence control, trust accounts of personal funds, allowances and remissions earned, admissions, releases, court appearances, classification, incident, and misconduct reports, visitors' registers, volunteer attendance. **Uses:** Control and document all matters regarding offenders including court appearances, sentence administration, health care, their belongings and visitors. **Users:** Institutional program managers, administrative, classification and professional staff, ministry investigators, court and police officials. **Individuals in Bank:** Inmates, staff, visitors, correspondents, volunteers. **Retention and Disposal:** Paper retained up to 12 years, then destroyed; selected records to archives; computer records periodically purged.

Probation and Parole Administration and Control Records

Location: Offender Registry, Management Information Systems Branch and probation and parole offices. **Legal Authority:** Ministry of Correctional Services Act, R.S.O. 1980, c.275, as amended, Parts I, III and IV; R.R.O. 1980, Reg. 649, as amended, Part II. **Information Maintained:** Names, reference numbers, summarizing lists/registers of clients indicating supervisory probation and parole officers, brief offence particulars, reason for supervision. **Uses:** Control and document all matters concerning clients; update records. **Users:** Probation and parole officers, administrative and support staff. **Individuals in Bank:** Probation and parole officers, probationers, parolees. **Retention and Disposal:** Paper retained up to three years, then destroyed; computer records periodically purged.

Probation and Parole Case Files

Location: Offender Registry, Management Information Systems Branch and probation and parole offices. **Legal Authority:** Ministry of Correctional Services Act, R.S.O. 1980, c.275, as amended, Parts I, III and IV; R.R.O. 1980, Reg. 649, as amended, Part II. **Information Maintained:** Name, address, date and place of birth, nationality, education, marital status, offence and sentence particulars, employment. **Uses:** Assist in supervising probationers and parolees. **Users:** Probation and parole officers, support staff, research personnel. **Individuals in Bank:** Individuals placed on probation by the courts and institutional inmates placed on parole by the Ontario Board of Parole. **Retention and Disposal:** Paper retained three years after year in which file is closed, then destroyed; selected records to archives. Computer records periodically purged.

Volunteer Records

Location: Institutions and probation and parole offices. **Legal Authority:** Ministry of Correctional Services Act, R.S.O. 1980, c.275, as amended. **Information Maintained:** Name, address, employment, education, application, resume, oath of confidentiality, reference letters, training/placement and duties records, evaluations and observations by staff or others, photograph, period of service. **Uses:** Document all matters related to unpaid volunteers providing services to the ministry. **Users:** Volunteer program coordinators, administrative and support staff. **Individuals in Bank:** Individuals providing service to the ministry without remuneration. **Retention and Disposal:** Three years, then destroyed.

Young Offenders' Files

Location: Offender Registry, Young Offenders Act (YOA) facilities, and probation and parole offices. **Legal Authority:** Young Offenders Act (Canada); Ministry of Correctional Services Act, R.S.O. 1980, c.275, as amended, Parts I and V. **Information Maintained:** Name, date of birth, education, family and medical information, offence particulars, periods of control, action and progress reports, legal documents. **Uses:** Plan for and monitor the progress of young offenders' return to community environment. **Users:** Superintendents, probation and parole officers, administrative and custody facility staff. **Individuals in Bank:** Young offenders aged 16-17. **Retention and Disposal:** In accordance with Young Offenders Act (Canada).

Legal Services Branch

Provides the ministry and its affiliated agencies, including the Custody Review Board, the Minister's Advisory Committee on Corrections, and the Ontario Board of Parole, with general legal services - advice on legal questions, assistance in preparing legislation, litigation, claim settlements - and acts as counsel before judicial or administrative tribunals.

General Classes or Types of Records

Contain general administration records and material received or created by Legal Services including information on corrections- related legislation, regulations, solicitor-client correspondence, legal opinions, legal judgments, litigation, contracts, agreements.

Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

Litigation Files

Affiliated Agencies

Custody Review Board

On application by young persons, reviews decisions made by ministry officials regarding the placement of young persons in custody centres and makes recommendations for action. This is a joint board with the Ministry of Community and Social Services. Its members are appointed by Orders in Council.

General Classes or Types of Records

Administration of the board and maintenance of records is the responsibility of the Ministry of Community and Social Services on behalf of both ministries.

Personal Information Banks

None

Minister's Advisory Committee on Corrections

Advises the minister on emerging issues in the field of corrections from the point of view of the community at large. There are nine board members drawn from the legal, educational, religious and business communities.

General Classes or Types of Records

Contain reports submitted to the minister and background material including submissions from private parties or agencies concerning correctional issues.

Agendas and Minutes
Correctional Subject Files
Reports and Background Material

Personal Information Banks

None

Ontario Board of Parole

The Ontario Board of Parole has jurisdiction over all offenders in provincial institutions who are serving sentences of up to two years less one day. The Chair, Ontario Board of Parole, is responsible for the overall administration of the board. Five regional vice-chairmen and an executive Vice-Chairman are responsible to the Chair for all board decisions and for the total operation of the board (regional offices).

General Classes or Types of Records

Contain general administration records and material relating to justice, corrections and parole matters originating at the board, ministry, federal and provincial government level, from other provinces or countries, professional associations, citizen groups and the public. Also contain information on policy and procedures of the board, and decision-making mechanisms regarding parole approvals and denials.

Agreements
Associations/Committees
Board Policy and Procedures
Communications Material
Corporate and Operational Plans
Legal Issues
Parole Boards of Other Jurisdictions
Parole Philosophy and Mission
Planning and Finance
Reports/Research/Statistics
Staff Training Material

Manuals

Provide staff with a convenient reference source of policy and procedural directives and guidelines regarding administration of the board. Currently under revision.

Policy and Procedures (Ontario Board of Parole Users' Manual)
Ontario Board of Parole Office Procedures

Personal Information Banks

Contain information on adult offenders in custody who are or have been considered for parole. Where parole is granted, record includes progress reports. Where parole is suspended, record includes post-suspension reports.

Ontario Board of Parole - Inmates and Parolees

Location: The Chair's Office and five regional boards. **Legal Authority:** Ministry of Correctional Services Act, R.S.O. 1980, c.275, as amended, Part III; R.R.O. 1980, Reg. 649, as amended, Part II; Parole Act, R.S.C. 1970, c.P-2, as amended. **Information Maintained:** Name, date of birth, address, employment, offence and sentence particulars, parole decisions, related correspondence, pre-parole reports, institutional reports, progress reports while on parole, warrant authorization and post-suspension reports. **Uses:** Decide whether or not to grant parole; monitor progress; decide whether or not to suspend/revoke parole. **Users:** Board members and support staff. **Individuals in Bank:** Institutional inmates and parolees. **Retention and Disposal:** Essential material - destroyed five years after end of year in which file was closed; non-essential material - destroyed after two years from the time the file was closed.

Access

Freedom of Information and Privacy Coordinator
Ministry of Correctional Services
200 First Avenue West
North Bay, Ontario
P1B 9M3
Telephone: (416) 750-3318

A public reading room for the review of manuals and other information is open during regular office hours in the library at 200 First Avenue West, North Bay.

Ministry of Culture and Communications

Head

Minister of Culture and Communications
6th Floor, 77 Bloor Street West
Toronto, Ontario
M7A 2R9
Telephone: (416) 965-8098

Mandate

The Ministry of Culture and Communications promotes cultural expression and development, encourages heritage preservation, and advocates Ontario's interests in the communications field. It supports a number of community and provincial cultural and historical facilities and institutions and assists Ontario's commercial cultural interests. The ministry also provides policy advice on issues affecting Ontario consumers, suppliers and manufacturers of communications systems and services.

Organization

The ministry is organized into three divisions, the Archives of Ontario, twelve branches, and seven agencies. The ministry's head office is in Toronto with 20 field offices across the province. The ministry provides administrative and operational support services including communications and marketing, and French language services to the Ministry of Citizenship.

Divisions

Deputy Minister's Office

Provides staff support to the deputy minister in the overall management of the ministry.

General Classes or Types of Records

Contain general administration records as described in Chapter II of this directory.

Personal Information Banks

None

Marketing and Information Services Branch

Provides information and marketing services for the ministry; provides communications support to the minister, deputy minister and program areas; and coordinates ministry publications and audiovisual materials.

General Classes or Types of Records

Contain general administration records as described in Chapter II of this directory.

Personal Information Banks

None

Corporate Services Division

Responsible for all financial and administrative policy, systems and support services including coordination of the ministry's summer youth programs and ministry liaison with Management Board of Cabinet, the ministries of Treasury and Economics and Government Services. The division comprises the Legal Services Branch, Information Technology and Administrative Services Branch, Human Resources Branch, Finance Branch, Internal Audit Branch, French Language Services, and the Library/Resource Centre.

General Classes or Types of Records

Contain general administration records as described in Chapter II of this directory.

Manuals

An administration policy and operations manual is issued to all branches within the ministry.

Manual of Administration

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Career Planning/Training
Central Attendance Recording System (Cars)
Employment Application Inventory
Employment Equity Program
Freedom of Information and Protection of Privacy Act Requests
General Employment History and Payroll Information
Grievances and Applications
Identity/Employee Card
Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)
Job Competitions
Litigation Files
Medical Information (Personnel)
Ombudsman/Human Rights Commission
Parking Records
Performance Management
Travel/Expense Accounts
Workers' Compensation

Culture Division

Responsible for the development of policies and the operation of programs related to arts support, heritage conservation, program and financial liaison with the ministry's cultural agencies, and policy and program development with cultural industries. The division coordinates the delivery of ministry programs through the Field Services Branch and comprises Arts Branch, Heritage Branch, and Cultural Industries and Agencies Branch and Field Services Branch.

General Classes or Types of Records

Contain information relating to fiscal liaison and support to cultural agencies, financial and consultative support to arts organizations, administration of programs, acquisition and preservation of historical/heritage resources. Also contain general administration records as described in Chapter II of this directory.

Archaeological Advisory/Consulting Services (licences, projects, research and exploration reports, site files)
Architecture, Heritage Planning and Archaeology

Statutory Plans Review
Artifact Conservation Treatment Records (applications, artifact treatment reports)
Artifact Inventory
Book Publishing Program (financial statements, correspondence, statistics)
Building Rehabilitation and Improvement Campaign
Canada-Ontario Cultural Development Program (applications, reports, general correspondence)
Capital Grants Programs
Community Hall Inventory
Community Museum Operating Grants (guidelines, grant applications, correspondence)
Cultural Enterprises
Cultural Exchange Program (applications and related materials)
Cultural Support Programs - Art Service Organizations, Galleries, Schools, Awards (applications and related materials)
Cultural/Community Facilities Improvement Program (guidelines, grant applications, correspondence, post-project reports)
Half Back Redemption Program (correspondence, reports)
Heritage Organization Development Grant (guidelines, grant applications, correspondence, constitution, bylaws)
Heritage Plaques Local Marking Assistance Program (guidelines, plaque applications, plaque photographs, text)
Heritage Structures (slides and photographs)
Heritage Support Grants (guidelines, grant applications, correspondence, constitution, bylaws)
Historical Studies Series Grants (grant applications)
International Relations (correspondence, statistics, reports and agreements)
Local Architecture Conservation Advisory Committees LACAC (list of committees, addresses)
Ministry of Government Services/Ministry of Culture and Communications Heritage Properties Program (records pertaining to heritage buildings owned by the government, reports, photographs, correspondence, planning studies re capital work)
Ministry of Transportation and Communications/Ministry of Citizenship and Culture Heritage Road Bridges Program (inventory files include surveys, background research; ministry files include proposed plans for capital work, correspondence, planning studies, photographs)
Multicultural History Society Grants (grant applications, correspondence, constitution, bylaws)
Museum Files, Slides
Museum Fine Arts Insurance
Ontario Heritage Policy Review (discussion papers including background research, public consultation meetings, submissions, communications, media, policy and planning, correspondence, comprehensive lists of heritage organizations)
Ontario Lottery Project Grants System
Ontario-Quebec Commission for Cooperation
Overseas Operations
Preserving Ontario's Architecture (guidelines, grant applications, correspondence, post-project reports)
Project Grants - Arts and Heritage
Provincial Historical Plaquing Program (research, administration)
Trade Organizations (financial statements, correspondence, applications)

Personal Information Banks

Contain information related to the issuance of archaeological licences.

Archaeological Licences

Location: Heritage Branch. **Legal Authority:** Ontario Heritage Act, R.S.O. 1980, c.337. **Information Maintained:** Name, address, telephone number, project description, financial arrangements, curriculum vitae. **Uses:** Evaluate and assess applications. **Users:** Branch/Ontario Heritage Foundation (OHF) staff, Provincial Auditor, OHF Board of Directors. **Individuals in Bank:** Individuals applying to conduct archaeology in Ontario. **Retention and Disposal:** Not determined.

Communications Division

This division provides policy, regulatory, and industry and technology advice on developments and issues affecting Ontario consumers, suppliers, carriers, broadcasters, cable operators, and manufacturers of communications equipment; participates and intervenes at the Canadian Radio-television and Telecommunications Commission on behalf of Ontario residents and business concerning communications rates and services; represents the Ontario government at federal-provincial meetings on national telecommunications policy; and undertakes operational projects to encourage the development of new communications systems and applications. The division is comprised of Broadcasting and Cable Branch, Telecommunications Branch, and Operations and Technology Office.

General Classes or Types of Records

Contain information on policy development, research data, and on Canadian Radio-television and Telecommunications Commission (CRTC), federal Department of Communications (DOC), and Ontario Telephone Service Commission subjects.

Bell Canada Tariffs
Broadcasting and Cable Research - Regulatory Issues and Policies
Canadian Radio-television and Telecommunications Commission (CRTC) (hearing transcripts, submissions, interventions, notices and decisions)
Communications Industry (assistance, development, statistics and studies)
Communications Issues and Background Papers
Communications Technology Projects
Ontario Telephone Service Commission (orders and correspondence)
Restrictive Trade Practices Commission (hearings and reports)
Telecommunications Research, Regulatory Issues and Policies

Personal Information Banks

None

Information Resource Management - Libraries and Community Information Branch

The Information Resource Management focuses the ministry's expertise on the changing environment of information management. It includes the Libraries and Community Information Branch and the Archives of Ontario.

General Classes or Types of Records

Contain information relating to the support of public library services and community information centres. Also contain general administration records as described in Chapter II of this directory.

Annual Surveys of Public Libraries
Community Information Services and Operating Grant Program
Contracts for Library Services
Legislated and Special Libraries Grants - Local/County and Indian Band Libraries
Library Automation Projects
Library Network Development
Library Services
Lottery Project Grants/Libraries and CIC's Community Project Grants
Municipal Library Bylaws and Indian Band Library Resolutions
Provincial Libraries Consultants (services - youth, children, seniors, multicultural, disabled)
Public Libraries Act - Inquiries
Public Library Services

Personal Information Banks

None

Archives of Ontario

Administers the Archives Act; acquires, preserves and makes available for research and administrative purposes significant unpublished records and documents relating to Ontario; and obtains from Ontario government agencies important non-current records through statutory control and from other sources through donation or purchase.

Records of the Private Manuscripts Section are excluded from the Freedom of Information and Protection of Privacy Act. Access to these records is determined by each donor.

General Classes or Types of Records

Contain information selected for permanent preservation from all government agencies. Also contain information concerning prominent individuals and families who lived in Ontario or contributed to the development of the province, corporate records of various Ontario organizations and commercial enterprises, and general administration records.

Access Request Files
Access Review Files
Access Unit Policy, Liaison, Training and Operations Resource File
Archives Accession Records (legal authority for ownership)
Archives Search Records
Collections Management Binding Requisition
Conservation Correspondence and Reports
Conservation Survey Forms
Conservation Treatment Reports
Exhibitions Facility Declaration Forms
Government-Wide Scheduled Records
Inventories and Finding Aids to Archives Holdings
Liaison Officers Correspondence and Biographical Research
Microfilm, Photostat and Photographic Reproductions (receipts and ledgers)
Preproduction Work Orders, Register and Receipts
Reading Room Activity Report, Daily Register and Request Slips
Special Access/Permission Register and Files
Transfer of Unscheduled Records

Manuals

Issued to Archives staff to provide policies and procedures on access operations and administration.

Archives of Ontario Access Policy and Procedures Manual

Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

Freedom of Information and Protection of Privacy Act Requests

Also contain medical, legal, educational and business information concerning residents of and immigrants to Ontario, and are maintained primarily for historical and research purposes.

Action Matters - Supreme, County, District and Surrogate Courts of Ontario, 1861-1967 (RG22)

Location: Archives of Ontario. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Information Maintained:** Name, address, financial status, occupation, age, family situation, living conditions, orders and judgements, indexes, order books, procedure books. **Uses:** Research. **Users:** Researchers. **Individuals in Bank:** Individuals party to a litigation proceeding. **Retention and Disposal:** Permanent.

Adult Case Files (RG22)

Location: Archives of Ontario. **Legal Authority:** Archives Act,R.S.O. 1980, c.27. **Information Maintained:** Information/applications, summons, court orders. Series may also include transcripts of evidence, identification forms, social evaluation reports, exhibits, notice of appeal, warrants, case history, payment records, probation orders, related correspondence and judge's notes. **Uses:** Research. **Users:** Researchers. **Individuals in Bank:** People involved with Family Court proceedings under the Deserted Wives and Children Maintenance Act, Child Welfare Act, Reciprocal Enforcement of Maintenance Orders Act, Provincial Courts Act, Juvenile Delinquents Act, and other acts dealt with by the Family Court. **Retention and Disposal:** Permanent.

Affidavits of Affiliation, 1834-1916 - Clerk of the Peace (RG22)

Location: Archives of Ontario. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Information Maintained:** Name and address of mother and father, father's trade/profession, promises of marriage, affidavits of affiliation. **Uses:** Research. **Users:** Researchers. **Individuals in Bank:** Mothers and fathers of illegitimate children. **Retention and Disposal:** Permanent.

Agricultural Loan Commission Records, 1922-1956 (RG6, XIV-17)

Location: Archives of Ontario. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Information Maintained:** Name, address and amount of loan. **Uses:** Historical research. **Users:** Historical researchers. **Individuals in Bank:** Farmer applicants. **Retention and Disposal:** Permanent.

Application for (Liquor) Licence - Approved (RG36)

Location: Archives of Ontario. **Legal Authority:** Archives Act,R.S.O. 1980, c.27. **Information Maintained:** Name, address, telephone number, employment history, age, citizenship, income, marital status, criminal record, inspection, investigation or police reports, photographs, financial statements, sales reports, leases, certificates of incorporation and agreements of various types, club membership lists, licence application, licence transfer application. **Uses:** Research. **Users:** Researchers. **Individuals in Bank:** Applicants, licence holders, shareholders. **Retention and Disposal:** Permanent.

Application for (Liquor) Licence - Refused/Withdrawn by Applicant (RG36)

Location: Archives of Ontario. **Legal Authority:** Archives Act,R.S.O. 1980, c.27. **Information Maintained:** Name, address, telephone number, employment history, age, citizenship, income, marital status, criminal record, inspection, investigation or police reports, photographs, financial statements, sales reports, leases, certificates of incorporation and agreements of various types, club membership lists, licence application, licence transfer application. **Uses:** Research. **Users:** Researchers. **Individuals in Bank:** Applicants, licence holders, shareholders. **Retention and Disposal:** Permanent.

Application for Research Privileges (RG17)

Location: Archives of Ontario. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Information Maintained:** Name, address, telephone number, type of research, subject of research and personal identifier. **Uses:** Assist in research and statistical reports; identify bona fide users of the archives. **Users:** Archives staff. **Individuals in Bank:** Archives researchers. **Retention and Disposal:** Five years, then destroyed.

Archives of Ontario Correspondence Control

Location: Archives of Ontario. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Information Maintained:** Name, address, type and subject of request, record of previous requests. **Uses:** Maintain a record of research requests for statistical and planning purposes. **Users:** Managers, public service staff. **Individuals in Bank:** Users of research services. **Retention and Disposal:** Not determined.

Arrival/Destination Records, 1862-1881 (RG11, M, Box/Vol 1-14, MS-847, Reels 6-8)

Location: Archives of Ontario. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Information Maintained:** Names of ships bringing immigrants to Ontario, arrival dates, names of immigrants, occupations, nationalities, ages, destination in Ontario. **Uses:** Research. **Users:** Researchers. **Individuals in Bank:** Those immigrants who were paid by the government of Ontario to come and settle. **Retention and Disposal:** Permanent.

Asylum Correspondence, 1870-1935 (RG63, A-1, Boxes 1-409)

Location: Archives of Ontario. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Information Maintained:** Financial, educational and family history. **Uses:** Research. **Users:** Researchers. **Individuals in Bank:** Patients of Ontario asylums and psychiatric hospitals. **Retention and Disposal:** Permanent.

Case Files - Fair Accommodation Practices Act/Fair Employment Act, 1952-1970 (RG7, X-3)

Location: Archives of Ontario. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Information Maintained:** Name, address, nature of discriminatory complaint. **Uses:** Research. **Users:** Researchers. **Individuals in Bank:** Individuals alleging discrimination under the Fair Accommodation Practices Act/Fair Employment Act, respondents. **Retention and Disposal:** Permanent.

Central Personnel Records (RG25, C-3, Box 1-11)

Location: Archives of Ontario. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Information Maintained:** Name of any civil service employees whose employment terminated between 1920-1956, date of birth, educational background, date of permanent appointment, job classifications, promotions, salary rates. **Uses:** Historical source on careers of government employees; verify pension enquiries. **Users:** Academics, personnel data staff of Human Resources Secretariat. **Individuals in Bank:** Former employees of the Ontario government. **Retention and Disposal:** Permanent.

Chest Disease Service Patient Records, 1908-1945 (RG10)

Location: Archives of Ontario. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Information Maintained:** Name and medical information about patients of Ontario sanitoria for tuberculosis. **Uses:** Research. **Users:** Researchers. **Individuals in Bank:** Patients of Ontario sanitoria for tuberculosis. **Retention and Disposal:** Permanent.

Child Abuse Register and Case File (selected), 1966-1979 (RG29)

Location: Archives of Ontario. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Information Maintained:** Name, family and financial information. **Uses:** Research. **Users:** Researchers. **Individuals in Bank:** Persons involved in child abuse investigations. **Retention and Disposal:** Permanent.

Classified Staff Files, 1966-1975 (RG1, BE)

Location: Archives of Ontario. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Information Maintained:** Name, address, religion, date of appointment, classification, salary, date of resignation. **Uses:** Research. **Users:** Researchers. **Individuals in Bank:** Classified staff of the Department of Lands and Forests and the Ministry of Natural Resources. **Retention and Disposal:** Permanent.

Client Out-Service Records (RG29)

Location: Archives of Ontario. **Legal Authority:** Archives Act,R.S.O. 1980, c.27. **Information Maintained:** Name, authorization for psychological testing and assessment, test results, referrals, kinesiological assessments, audiological assessments, photographs of clients. **Uses:** Research. **Users:** Researchers. **Individuals in Bank:** Persons with developmental handicaps. **Retention and Disposal:** Permanent.

Computer-Assisted School Health Services, 1981-1987 (RG10)

Location: Archives of Ontario. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Information Maintained:** Name, age, sex, health status, immunization records. **Uses:** Research. **Users:** Researchers. **Individuals in Bank:** School children in Ontario. **Retention and Disposal:** Permanent.

Crisis Situation Client Files (selected), 1976-1985 (RG29)

Location: Archives of Ontario. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Information Maintained:** Name, financial and family information on recipients of special benefits. **Uses:** Research. **Users:** Researchers. **Individuals in Bank:** Individuals requiring provincial emergency assistance. **Retention and Disposal:** Permanent.

Crown Attorney's Case Files, 1916-1972 (RG22)

Location: Archives of Ontario. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Information Maintained:** Name, address, age, record of charges, criminal record, police brief, record of court appearance. **Uses:** Research. **Users:** Researchers. **Individuals in Bank:** Individuals prosecuted by Crown Attorneys. **Retention and Disposal:** Permanent.

Crown Ward Administrative Review (selected), 1979-1982 (RG29)

Location: Archives of Ontario. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Information Maintained:** Name, social and medical information about Crown wards. **Uses:** Research. **Users:** Researchers. **Individuals in Bank:** Crown wards. **Retention and Disposal:** Permanent.

Denture Therapy Licensing Files, 1972-1975 (RG10)

Location: Archives of Ontario. **Legal Authority:** Archives Act, R.S,O. 1980, c.27. **Information Maintained:** Name and educational information. **Uses:** Research. **Users:** Researchers. **Individuals in Bank:** Licensees and prospective licensees of the Governing Board of Denture Therapists. **Retention and Disposal:** Permanent.

Dionne Quintuplets Records, 1934-1950 (RG4, 4-53, Box 1-47, Vol 1-3)

Location: Archives of Ontario. **Legal Authority:** Archives Act,R.S.O. 1980, c.27. **Information Maintained:** Name, age, sex,medical history, financial situation, invoices and accounts. **Uses:** Research. **Users:** Researchers. **Individuals in Bank:** The Dionne Quintuplets. **Retention and Disposal:** Permanent.

Divorce Action Report Files (samples) and Index, 1957-1967 (RG4, 4-51; 4-52)

Location: Archives of Ontario. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Information Maintained:** Questionnaires on family financial status, living conditions and health, reports of social workers, correspondence, and numbered court documents. **Uses:** Research. **Users:** Researchers. **Individuals in Bank:** Juvenile members of families entering divorce proceedings and other family members. **Retention and Disposal:** Permanent.

Dominion-Provincial Youth Training Program, 1939-46 (RG7, XIV-1)

Location: Archives of Ontario. **Legal Authority:** Archives Act, R.S.O. 1980. c.27. **Information Maintained:** Name, dates of trades training, trades classification, company of and date of placement, age and grades in courses. **Uses:** Research. **Users:** Researchers. **Individuals in Bank:** Male enrollees in trade school training courses and female enrollees in home-service training schools. **Retention and Disposal:** Permanent.

Drug Control and Medical Records, Juvenile Institutions, 1966- 1979 (RG29)

Location: Archives of Ontario. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Information Maintained:** Name and medical information. **Uses:** Research. **Users:** Researchers. **Individuals in Bank:** Juvenile wards in Ontario institutions. **Retention and Disposal:** Permanent.

Elementary School Inspectors' Reports and Principals' Statements, 1842-1970 (RG2, F-3-A to F-3-I; I-1)

Location: Archives of Ontario. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Information Maintained:** Name, salary, religion, certification, and opinions regarding the experience, qualifications, quality and character of teachers in public, private and separate schools. **Uses:** Research. **Users:** Researchers. **Individuals in Bank:** Teachers. **Retention and Disposal:** Permanent.

Entrepreneur Case Files - Selective Placement Service, Ministry of Industry, Trade and Technology (RG9, 92)

Location: Archives of Ontario. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Information Maintained:** Name and business address, names and addresses of partners, leases, agreements, documents regarding property holdings, personal financial records, curriculum vitae, franchise agreements, business proposals, applications for permanent residence, correspondence regarding success in securing immigrant status. **Uses:** Research. **Users:** Researchers. **Individuals in Bank:** Immigrants requiring business assistance. **Retention and Disposal:** Permanent.

Estate Maintenance Files, Toronto General Trust Company, 1878- 1911 (RG63, A-2, Boxes 421-544)

Location: Archives of Ontario. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Information Maintained:** Personal, family and financial history. **Uses:** Research. **Users:** Researchers. **Individuals in Bank:** Patients of Ontario asiums and psychiatric hospitals. **Retention and Disposal:** Permanent.

Establishment Files - Hotels, Taverns, Restaurants, Canteens, Clubs (RG36)

Location: Archives of Ontario. **Legal Authority:** Archives Act,R.S.O. 1980, c.27. **Information Maintained:** Name, address, telephone number, employment history, age, citizenship, income, marital status, criminal record, personal history report, inspection, investigation or police reports, preliminary survey, final report, photographs, floor plans, financial statements, sales reports, leases, certificates of incorporation and agreements of various types, minutes of disciplinary hearings, club membership lists, licence renewal applications, decisions, appeals, licence transfer applications. **Uses:** Research. **Users:** Researchers. **Individuals in Bank:** Licence holders, stockholders. **Retention and Disposal:** Permanent.

Fellowships for Minority Language (French) Study (RG32)

Location: Archives of Ontario. **Legal Authority:** Archives Act,R.S.O. 1980, c.27. **Information Maintained:** Name, address, telephone number, Social Insurance Number, sex, date of birth, citizenship, residence history, education, mother tongue, preferred language of correspondence, language of instruction, proposed program of study, name of institution, other financial assistance, other activities (work, travel, etc.), transcripts. **Uses:** Research. **Users:** Researchers. **Individuals in Bank:** Students seeking financial assistance for post-secondary studies in French. **Retention and Disposal:** Permanent.

Forensic Sciences and Pathology, Early Case Files, 1931-1961 (RG33, H-1)

Location: Archives of Ontario. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Information Maintained:** Name, autopsy and analysis reports, correspondence, scientific notes and photographs. **Uses:** Research. **Users:** Researchers. **Individuals in Bank:** Individuals deceased in questionable circumstances. **Retention and Disposal:** Permanent.

General Welfare Case Histories (selected), 1935-1979 (RG29, 46 to 48)

Location: Archives of Ontario. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Information Maintained:** Name and case number, financial and family information. **Uses:** Research. **Users:** Researchers. **Individuals in Bank:** Recipients of provincial welfare benefits. **Retention and Disposal:** Permanent.

Health Services Appeal Board Case Files, 1976-1982 (RG10)

Location: Archives of Ontario. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Information Maintained:** Name, judgements and reasons. **Uses:** Research. **Users:** Researchers. **Individuals in Bank:** Health practitioners. **Retention and Disposal:** Permanent.

Immigrant Patient Chest Disease Records, 1976-1985 (RG10)

Location: Archives of Ontario. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Information Maintained:** Name and medical information about immigrants to Ontario with chest problems. **Uses:** Research. **Users:** Researchers. **Individuals in Bank:** Immigrants with chest problems. **Retention and Disposal:** Permanent.

Immigrant Special Placement Officers Files, 1947-53 (RG7, XIV-2)

Location: Archives of Ontario. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Information Maintained:** Name, occupation, age, number of dependents, national origin, education, work experience and special skills for 31 individuals. **Uses:** Research. **Users:** Researchers. **Individuals in Bank:** Europeans contemplating immigration to Ontario. **Retention and Disposal:** Permanent.

Inmate Case Files - Ontario's Jails and Prisons (RG20, D; E; F)

Location: Archives of Ontario. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Information Maintained:** Name and case number, family, committal history. **Uses:** Research. **Users:** Researchers. **Individuals in Bank:** Inmates of provincially administered jails, lock-ups, correctional centres and prisons. **Retention and Disposal:** Permanent.

Inmate Drug Control Records, 1956-1964 (RG20, I-1 to I-22)

Location: Archives of Ontario. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Information Maintained:** Selected files of drug control sheets indicating drug type, name of inmate receiving drug, date, amount issued, and prescribing doctor. **Uses:** Research. **Users:** Researchers. **Individuals in Bank:** Inmates of various Ontario jails and correctional facilities. **Retention and Disposal:** Permanent.

Inquest Files (RG20)

Location: Archives of Ontario. **Legal Authority:** Archives Act,R.S.O. 1980, c.27. **Information Maintained:** Reports and medical records from coroners, pathologists, hospitals, and the Registrar General, reports from OPP and municipal police. Also correspondence with federal and provincial departments, Crown Attorneys, municipal departments and safety associations concerning death, coroner's statement and jury recommendations resulting from inquests. **Uses:** Research. **Users:** Researchers. **Individuals in Bank:** Deceased individuals requiring examination. **Retention and Disposal:** Permanent.

Insider Trading Reports, Ontario Securities Commission (OSC), 1967-1981 (RG70, 70-13)

Location: Archives of Ontario. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Information Maintained:** Name of company and officials for cancelled or surrendered charters, their stock holdings in the company, names of principal shareholders including corporate shareholders with more than 10% of voting stock. **Uses:** Research. **Users:** Researchers. **Individuals in Bank:** Individuals and corporations subject to regulation by the OSC. **Retention and Disposal:** Permanent.

Jail Surgeons Registers, 1858-1973 (RG20, D; E; F)

Location: Archives of Ontario. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Information Maintained:** Name of patient, date, diagnosis, medicine prescribed, and attending physician. **Uses:** Research. **Users:** Researchers. **Individuals**

in Bank: Inmates of various Ontario jails and correctional facilities. **Retention and Disposal:** Permanent.

Jails and Asylums, Deportations, Notices and Returns, 1901-1916 (RG63, A-6, Box 711-739; D, Box 766-813)

Location: Archives of Ontario. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Information Maintained:** Name, medical, family, deportation and employment information. **Uses:** Research. **Users:** Researchers. **Individuals in Bank:** Inmates and those who were deported. **Retention and Disposal:** Permanent.

Juvenile Ward Files (selected), 1931-1980 (RG29)

Location: Archives of Ontario. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Information Maintained:** Name, medical, family, financial and criminal information. **Uses:** Research. **Users:** Researchers. **Individuals in Bank:** Juvenile wards in Ontario institutions. **Retention and Disposal:** Permanent.

Land Speculation Files, Ministry of Revenue (RG26, 21)

Location: Archives of Ontario. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Information Maintained:** Name of land vendor and file number, purchasers, offers to purchase, affidavits, deeds, lien clearance certificates, addresses of vendors and purchasers, value of land (including estimated fair market value), descriptions of property and buildings. **Uses:** Research. **Users:** Researchers. **Individuals in Bank:** Land vendors and purchasers. **Retention and Disposal:** Permanent.

Legal Aid Case Files (RG29)

Location: Archives of Ontario. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Information Maintained:** Name and financial information of applicants for and recipients of legal aid. **Uses:** Research. **Users:** Researchers. **Individuals in Bank:** Recipients of legal aid. **Retention and Disposal:** Permanent.

Market-Value Survey of Rural Land, 1968-1975 (RG16, 16-27, Box 1- 91)

Location: Archives of Ontario. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Information Maintained:** Name, property holdings and locations, evaluation of land and tax levels by coded geographical area. **Uses:** Research. **Users:** Researchers. **Individuals in Bank:** Farmers. **Retention and Disposal:** Permanent.

Military Messes (RG36)

Location: Archives of Ontario. **Legal Authority:** Archives Act,R.S.O. 1980, c.27. **Information Maintained:** Name, address, telephone number, rank, strength of unit, inspection, investigation or police reports, licence renewal applications. **Uses:** Research. **Users:** Researchers. **Individuals in Bank:** Applicants, licence holders, military units. **Retention and Disposal:** Permanent.

Miniature Chest X-Rays (sample), 1977 (RG10)

Location: Archives of Ontario. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Information Maintained:** Name, address, miniature chest x-ray film, index slips, diagnostic codes. **Uses:** Research. **Users:** Researchers. **Individuals in Bank:** Employees referred by doctors or employers for chest x-rays in Metropolitan Toronto. **Retention and Disposal:** Permanent.

Ministry of Education Personnel Records, 1844-1982 (RG2, L-5)

Location: Archives of Ontario. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Information Maintained:** Name, address, religion, date of appointment, classification, salary, and date of resignation (including normal and model school personnel). **Uses:** Research. **Users:** Researchers. **Individuals in Bank:** Ministry of Education personnel. **Retention and Disposal:** Permanent.

Ministry of Labour Legal Branch Prosecution Files, 1971-1979 (RG7, XI-4)

Location: Archives of Ontario. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Information Maintained:** Name and case number, address of persons prosecuted under labour legislation, persons injured in accidents that involved prosecution, and persons serving as witnesses. **Uses:** Research. **Users:** Researchers. **Individuals in Bank:** Individuals prosecuted, persons injured and witnesses. **Retention and Disposal:** Permanent.

Municipal Tax Reform Policy Files, 1970 (RG6, VIII-4)

Location: Archives of Ontario. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Information Maintained:** Name, location, amount of tax relief received. **Uses:** Research. **Users:** Researchers. **Individuals in Bank:** Farmers. **Retention and Disposal:** Permanent.

New Venture Loans - Declined (RG9, Ministry of Industry, Trade and Technology)

Location: Archives of Ontario. **Legal Authority:** Archives Act,R.S.O. 1980, c.27. **Information Maintained:** Social Insurance Number, name, address, home telephone number, sex, date of birth, province of residence, citizenship status, education, business experience, most recent employer, gross annual income, personal finance and creditors, business plan. **Uses:** Research. **Users:** Researchers. **Individuals in Bank:** Applicants who are Ontario residents and aged 18 years and older. **Retention and Disposal:** Permanent.

Ontario Asylums Committal and Discharge Files, 1901-1931 (RG63, A-4, Boxes 610-696A)

Location: Archives of Ontario. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Information Maintained:** Personal, family and medical history. **Uses:** Research. **Users:** Researchers. **Individuals in Bank:** Persons declared insane by the Courts. **Retention and Disposal:** Permanent.

Ontario Career Action Program Trainee Files, 1977-1978 (RG32)

Location: Archives of Ontario. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Information Maintained:** Name, age, copy of birth certificate or other proof of age and citizenship, address, Social Insurance Number, education and employment history, report of academic standing, and letters of reference, work experience agreements, supervisor's monthly performance appraisals, internal counselling forms, and trainee movement reports. **Uses:** Research. **Users:** Researchers. **Individuals in Bank:** Graduate trainees applying to the Career Action Program. **Retention and Disposal:** Permanent.

Ontario Home Buyers' Grant Files, 1975-1979 (RG26)

Location: Archives of Ontario. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Information Maintained:** Name, address, telephone numbers, applicant's and spouse's Social Insurance Number, marital status, birth date, maiden name, purchase price of home and date acquired. **Uses:** Research. **Users:** Researchers. **Individuals in Bank:** Applicants to grant program. **Retention and Disposal:** Permanent.

Ontario Human Rights Commission Complaint Case Files (RG76)

Location: Archives of Ontario. **Legal Authority:** Archives Act,R.S.O. 1980, c.27. **Information Maintained:** Complainant's and respondent's names and addresses, section of the code allegedly violated, investigation reports, conciliation reports, disposition of the case, special program and exemption investigation reports and disposition. **Uses:** Research. **Users:** Researchers. **Individuals in Bank:** Complainants alleging violations of the Human Rights Code, persons making inquiries. **Retention and Disposal:** Permanent.

Ontario Provincial Police (OPP) Applications for Enrolment, 1909-1925 (RG23, C-1)

Location: Archives of Ontario. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Information Maintained:** Name, age, background, personal history. **Uses:** Research. **Users:** Researchers. **Individuals in Bank:** Applicants. **Retention and Disposal:** Permanent.

Ontario Provincial Police (OPP) Commendatory Correspondence, 1910-1976 (RG23, C-4)

Location: Archives of Ontario. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Information Maintained:** Name of OPP staff member, persons corresponding, address, nature of activity resulting in commendatory remarks, and covering remarks of OPP management. **Uses:** Research. **Users:** Researchers. **Individuals in Bank:** OPP personnel. **Retention and Disposal:** Permanent.

Ontario Provincial Police (OPP) Complaints Correspondence, 1910- 1981 (RG23, C-6; C-7)

Location: Archives of Ontario. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Information Maintained:** Name of OPP staff member, persons corresponding, address, nature of activity resulting in complaint, specific complaint lodged, OPP investigative notes, notes on disciplinary action taken, and covering remarks of OPP management. **Uses:** Research. **Users:** Researchers. **Individuals in Bank:** OPP personnel. **Retention and Disposal:** Permanent.

Ontario Provincial Police (OPP) Criminal Investigation Reports, 1909-1977 (RG23, E-1 to E-126)

Location: Archives of Ontario. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Information Maintained:** Name, address, sex, nature of crime committed, criminal investigation reports, photographs, maps, objects as evidence, fingerprints, criminal history reports. **Uses:** Research. **Users:** Researchers. **Individuals in Bank:** Persons under investigation. **Retention and Disposal:** Permanent.

Ontario Provincial Police (OPP) Honours and Awards Correspondence, 1965-1979 (RG23)

Location: Archives of Ontario. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Information Maintained:** Name, circumstances of action, date, honour or award given, correspondence. **Uses:** Research. **Users:** Researchers. **Individuals in Bank:** Constables and officers. **Retention and Disposal:** Permanent.

Ontario Provincial Police (OPP) Major Occurrence Reports, 1969- 1983 (RG23, I)

Location: Archives of Ontario. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Information Maintained:** Nature of crime and file number, name, address, sex, criminal investigation reports, photographs, maps, fingerprints and criminal history reports. **Uses:** Research. **Users:** Researchers. **Individuals in Bank:** Persons under investigation. **Retention and Disposal:** Permanent.

Ontario Provincial Police (OPP) Private Investigators and Security Guards Licensing Files - Agencies, 1910-1974 (RG23, H-3, Box 1-9)

Location: Archives of Ontario. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Information Maintained:** Name of agency, principal officers and employees, duplicate of licenses issued, correspondence and complaints concerning agency and its employees, and investigative notes on complaints received. All files concern agencies now out of business. **Uses:** Research. **Users:** Researchers. **Individuals in Bank:** Private investigators and security guards. **Retention and Disposal:** Permanent.

Ontario Provincial Police (OPP) - Separated Commissioned Officers Staff Records, 1922-1945 (RG23, C-3)

Location: Archives of Ontario. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Information Maintained:** Name, age, employment history, cases handled, salary. **Uses:** Research. **Users:** Researchers. **Individuals in Bank:** Constables promoted to commissioned officers. **Retention and Disposal:** Permanent.

Ontario Students Records, 1873-1924 (RG2)

Location: Archives of Ontario. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Information Maintained:** Name, age, address, examination results, certificates and/or diplomas. **Uses:** Research. **Users:** Researchers. **Individuals in Bank:** Students. **Retention and Disposal:** Permanent.

Pathology Reports and Slides, 1947-1966, Thunder Bay (RG10)

Location: Archives of Ontario. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Information Maintained:** Name, case number and medical and diagnostic information about Ontario patients of general hospitals. **Uses:** Research. **Users:** Researchers. **Individuals in Bank:** Patients of northern Ontario hospitals for whom tissue samples were submitted for pathological analysis. **Retention and Disposal:** Permanent.

Personnel Files - Archives of Ontario, 1977 (RG17)

Location: Archives of Ontario. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Information Maintained:** Name, age, salary, recommendations. **Uses:** Research. **Users:** Researchers. **Individuals in Bank:** Selected employees. **Retention and Disposal:** Permanent.

Personnel Files (former Department of Mines) (RG13, D-1)

Location: Archives of Ontario. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Information Maintained:** Employee name, age, address, marital status, educational history, past employment, salary, performance appraisals, group insurance numbers, chest x- ray reports, health category reports. **Uses:** Research. **Users:** Researchers. **Individuals in Bank:** Personnel, former Department of Mines. **Retention and Disposal:** Permanent.

Personnel Files - Provincial Board of Health, 1904-1921 (RG62, B- 3-A)

Location: Archives of Ontario. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Information Maintained:** Name, salary, duties. **Uses:** Research. **Users:** Researchers. **Individuals in Bank:** Selected officers. **Retention and Disposal:** Permanent.

Practitioners Register Catalogue, 1977-1978 (RG30)

Location: Archives of Ontario. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Information Maintained:** Name, address, practice type, district, licence and date. **Uses:** Research. **Users:** Researchers. **Individuals in Bank:** Registered medical practitioners. **Retention and Disposal:** Permanent.

Prison and Jail Registers, 1832-1976 (RG20, E-F)

Location: Archives of Ontario. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Information Maintained:** Inmate number, name, offense, date, place and term of conviction, age, height, physical, description, education, marital status, sex, date of discharge and magistrate's remarks. **Uses:** Research. **Users:** Researchers. **Individuals in Bank:** Inmates. **Retention and Disposal:** Permanent.

Private Manuscript Donor Index

Location: Archives of Ontario. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Information Maintained:** Donor's name, address, date of the accession, terms of accession and accession number. **Uses:** Maintain control over private manuscript accessions. **Users:** Archive personnel. **Individuals in Bank:** Donors. **Retention and Disposal:** Permanent.

Probation, Aftercare and Ward Files, Juvenile (selected), c.1925- 1982 (RG60)

Location: Archives of Ontario. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Information Maintained:** Name, family and educational information about juvenile wards and parolees arranged according to area or institution. **Uses:** Research. **Users:** Researchers. **Individuals in Bank:** Juvenile parolees. **Retention and Disposal:** Permanent.

Probation and Parole Files (selected from various Ontario locations) (RG20, G-1 to G-17)

Location: Archives of Ontario. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Information Maintained:** Name, age, address, relatives, criminal offenses, probation and parole ordered, compliance with probation officials, notes of meetings and difficulties and background documentation of invidual's social milieu. **Uses:** Research. **Users:** Researchers. **Individuals in Bank:** Individuals granted probation or parole. **Retention and Disposal:** Permanent.

Producer Audit Files, Milk Commission of Ontario, 1963-1973 (RG16, 16-169, Box 29)

Location: Archives of Ontario. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Information Maintained:** Name of producer, audit and investigation reports on operations and financial condition, correspondence, financial statements and exhibits. **Uses:** Research. **Users:** Researchers. **Individuals in Bank:** Milk producers. **Retention and Disposal:** Permanent.

Producer Files, Fund for Milk and Cream Producers, 1965-1976 (RG16, 16-169, Box 25-29)

Location: Archives of Ontario. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Information Maintained:** Name, financial statements, confidential financial reports and fee collection sheets. **Uses:** Research. **Users:** Researchers. **Individuals in Bank:** Milk producers. **Retention and Disposal:** Permanent.

Provincial Benefits Case Review Files (selected), 1978-1980 (RG29, 02)

Location: Archives of Ontario. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Information Maintained:** Name, medical and financial information about recipients of provincial benefits who have problems with or questions concerning eligibility or entitlement. **Uses:** Research. **Users:** Researchers. **Individuals in Bank:** Recipients of provincial welfare benefits. **Retention and Disposal:** Permanent.

Psychiatric and Retarded Patients Correspondence, 1962-1971 (RG10, 20-A-8)

Location: Archives of Ontario. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Information Maintained:** Personal, medical and family history. **Uses:** Research. **Users:** Researchers. **Individuals in Bank:** Psychiatric and retarded patients. **Retention and Disposal:** Permanent.

Psychiatric Hospitals Admission Applications and Correspondence, 1920-1932 (RG10,20)

Location: Archives of Ontario. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Information Maintained:** Personal, medical and family history. **Uses:** Research. **Users:** Researchers. **Individuals in Bank:** Applicants for admission. **Retention and Disposal:** Permanent.

Psychiatric Hospitals Case Books and Files, 1841-1964 (RG10, 20)

Location: Archives of Ontario. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Information Maintained:** Personal, financial and medical history. **Uses:** Research. **Users:** Researchers. **Individuals in Bank:** Patients. **Retention and Disposal:** Permanent.

Psychiatric Hospitals Patients Index, 1841-1964 (RG10, 20)

Location: Archives of Ontario. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Information Maintained:** Personal and medical history. **Uses:** Research. **Users:** Researchers. **Individuals in Bank:** Patients. **Retention and Disposal:** Permanent.

Public Health Nurses Staff Files, 1927-1935 (RG10, 30-A-1, Box 1- 9)

Location: Archives of Ontario. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Information Maintained:** Name and educational information. **Uses:** Research. **Users:** Researchers. **Individuals in Bank:** Public health nurses. **Retention and Disposal:** Permanent.

Public Institutions Employment Files, 1909-1914 (RG10)

Location: Archives of Ontario. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Information Maintained:** Name, educational and employment information about prospective employees. **Uses:** Research. **Users:** Researchers. **Individuals in Bank:** Applicants for employment in government service. **Retention and Disposal:** Permanent.

Public Service Grievance Board and Classification Rating Committee Case Files, 1967-1972 (RG7, V-4)

Location: Archives of Ontario. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Information Maintained:** Name, address, grievance and decision. **Uses:** Research. **Users:** Researchers. **Individuals in Bank:** Public service employees. **Retention and Disposal:** Permanent.

Record of Revenue Transactions (Archives of Ontario)

Location: Archives of Ontario. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Information Maintained:** Name, address, identifier number, request information, payment record. **Uses:** Log information requested; prepare production copies; record and report revenue transactions; prepare statistical reports. **Users:** Managers, Finance and Administration staff. **Individuals in Bank:** Users of research/reproduction services. **Retention and Disposal:** Not determined.

Records of the Victoria Industrial School, Mimico, 1887-1935 (RG8, II-25-C, Box/Vol 10-56, MS-547)

Location: Archives of Ontario. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Information Maintained:** Name and case number of inmate, record of offenses and punishments, address, date and place of birth, physical description, sex, education, health, medical history, employment history, family details, aptitudes, abilities, character, activities. **Uses:** Research. **Users:** Researchers. **Individuals in Bank:** Juvenile inmates aged 14-21. **Retention and Disposal:** Permanent.

Refund/Bonus Applications (1872-1876) and Certificates (1873- 1874) (RG11, J, Box 1-19, MS-847, Reels 1-5 and RG11, I, Boxes 1-16, MS-847, Reels 23-27)

Location: Archives of Ontario. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Information Maintained:** Name, age, occupation and nationality of those immigrants paid to come to Ontario. **Uses:** Research. **Users:** Researchers. **Individuals in Bank:** Immigrants who came to Ontario and settled for minimum of three months, their sponsors. **Retention and Disposal:** Permanent.

Regional Children's Centre Case Files (RG29)

Location: Archives of Ontario. **Legal Authority:** Archives Act,R.S.O. 1980, c.27. **Information Maintained:** Outpatient's registration/termination, date of birth, family background, parent evaluation, case formulation, psychological report, art work, progress notes. **Uses:** Research. **Users:** Researchers. **Individuals in Bank:** Children in Regional Children's Centre, Thunder Bay. **Retention and Disposal:** Permanent.

Registered Nursing Assistants Of Ontario (RNAO) Examination Results, 1955-1971 (RG10, 20)

Location: Archives of Ontario. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Information Maintained:** Name and education information. **Uses:** Research. **Users:** Researchers. **Individuals in Bank:** Graduates of RNA courses from Ontario psychiatric hospitals. **Retention and Disposal:** Permanent.

Registrar-General, Change of Name Court Orders, 1939-1973 (RG31, 31-58)

Location: Archives of Ontario. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Information Maintained:** Old and new name, background information. **Uses:** Research. **Users:** Researchers. **Individuals in Bank:** Applicants for change of name. **Retention and Disposal:** Permanent.

Rehabilitation Case Files (selected), 1968-1982 (RG29, 38)

Location: Archives of Ontario. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Information Maintained:** Name and case number, medical, financial and educational information. **Uses:** Research. **Users:** Researchers. **Individuals in Bank:** Recipients of vocational rehabilitation services. **Retention and Disposal:** Permanent.

Residential Premises Rent Review Program Files, 1976-1980 (RG31, 31-50)

Location: Archives of Ontario. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Information Maintained:** Hearing reports, cost revenue reports and statements, post hearing data sheets, justification and adjustment worksheets, notices and invoices. **Uses:** Research. **Users:** Researchers. **Individuals in Bank:** Tenants, landlords. **Retention Disposal:** Permanent.

Retarded Patient Files (RG29, 58)

Location: Archives of Ontario. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Information Maintained:** Name, medical, family, financial, and education information. **Uses:** Research. **Users:** Researchers. **Individuals in Bank:** Retarded patients. **Retention and Disposal:** Permanent.

St. John's Training School - Case Files (RG60)

Location: Archives of Ontario. **Legal Authority:** Archives Act,R.S.O. 1980, c.27. **Information Maintained:** Name, family background, sentence, progress, future plans. **Uses:** Research. **Users:** Researchers. **Individuals in Bank:** Juvenile wards in St. John's Training School. **Retention and Disposal:** Permanent.

St. Joseph's Training School - Case Files (RG60)

Location: Archives of Ontario. **Legal Authority:** Archives Act,R.S.O. 1980, c.27. **Information Maintained:** name, family background, sentence, progress, future plans. **Uses:** Research. **Users:** Researchers. **Individuals in Bank:** Juvenile wards in St. Joseph's Training School. **Retention and Disposal:** Permanent.

St. Mary's Training School - Case Files (RG60)

Location: Archives of Ontario. **Legal Authority:** Archives Act,R.S.O. 1980, c.27. **Information Maintained:** Name, family background, sentence, progress, future plans. **Uses:** Research. **Users:** Researchers. **Individuals in Bank:** Juvenile wards of St. Mary's Training School. **Retention and Disposal:** Permanent.

Scholarship, Fellowship, Bursary and Grant Application Records, 1926-1985 (RG32)

Location: Archives of Ontario. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Information Maintained:** Name, age, copy of birth certificate or other proof of age and citizenship, address, Social Insurance Number, education and employment history, record of academic standing, and letters of reference. **Uses:** Research. **Users:** Researchers. **Individuals in Bank:** Students, teachers and university personnel applying for scholarships, fellowships, bursaries, and/or grants. **Retention and Disposal:** Permanent.

Secondary School Inspectors' Reports and Principals' Statements, 1854-1971 (RG2, G-1-A to G-1-B; G-1-D; G-2-A to G-2-C; I-1)

Location: Archives of Ontario. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Information Maintained:** Name, salary, religion, certification, opinions regarding the experience, qualifications, quality and character of teachers in public, private and separate schools, by geographical location. **Uses:** Research. **Users:** Researchers. **Individuals in Bank:** Teachers. **Retention and Disposal:** Permanent.

Social Assistance Review Board Notices of Decision, 1969-1979 (RG29)

Location: Archives of Ontario. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Information Maintained:** Name, case number and eligibility information pertaining to recipients of general welfare assistance. **Uses:** Research. **Users:** Researchers. **Individuals in Bank:** Welfare recipients. **Retention and Disposal:** Permanent.

Socio-Economic Problems of Eastern Ontario Farm Families, 1963- 1967 (RG16, 16-26, Box 1-8)

Location: Archives of Ontario. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Information Maintained:** Name, property holdings, property evaluation, personal income statistics, survey data and reports by geographical code. **Uses:** Research. **Users:** Researchers. **Individuals in Bank:** Farm families. **Retention and Disposal:** Permanent.

Soldiers Aid Commission Canteen Fund Files (selected), 1929-1976 (RG29, 65)

Location: Archives of Ontario. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Information Maintained:** Name, financial, family and medical information re applicants and recipients of support from Canteen Fund. **Uses:** Research. **Users:** Researchers. **Individuals in Bank:** Recipients of aid. **Retention and Disposal:** Permanent.

Special/Auxiliary Education and Provincial Schools Records, 1872- 1975 (RG2, K-3; K-4)

Location: Archives of Ontario. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Information Maintained:** Name, age, address, IQ and examination results, family, medical and education histories of students with physical and learning disabilities. **Uses:** Research. **Users:** Researchers. **Individuals in Bank:** Students with physical and learning disabilities. **Retention and Disposal:** Permanent.

Standard Hotel Files (RG36)

Location: Archives of Ontario. **Legal Authority:** Archives Act,R.S.O. 1980, c.27. **Information Maintained:** name, address, telephone number, nationality, length of residency in Ontario, age, marital status, financial information, photographs, architectural drawings, floor plans, club membership lists, inspection reports, licence renewal applications. **Uses:** Research. **Users:** Researchers. **Individuals in Bank:** Licence holders. **Retention and Disposal:** Permanent.

Student Summer Employment and Training Program Files, 1976-1983 (RG7, V-3, X111-3)

Location: Archives of Ontario. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Information Maintained:** Name, education, summer course, name of employer, employer's evaluation. **Uses:** Research. **Users:** Researchers. **Individuals in Bank:** University students involved in summer employment with the Ministry of Labour. **Retention and Disposal:** Permanent.

Student Venture Capital Rejected/Cancelled Loan Application Files, 1984 (RG72)

Location: Archives of Ontario. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Information Maintained:** Name, address, telephone number, Social Insurance Number, references, credit profile, business plan, business address, educational history, Student Venture Program rating, contracts with third parties, contracts with Ministry of Skills Development. **Uses:** Research. **Users:** Researchers. **Individuals in Bank:** High school, community college and university students applying for Student Venture Capital loans. **Retention and Disposal:** Permanent.

Teachers' and Principals' Application, Examination and Certification Records, 1847-1975 (RG2, H-1 to H-3)

Location: Archives of Ontario. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Information Maintained:** Name, age, address, religion, certificate of moral character, course, IQ, examination results, instructor's remarks, certificates and/or degrees held, letter of standing number, certificate issue and expiry dates, education and teaching history of teachers, principals, municipal recreation directors, and vocational specialists. **Uses:** Research. **Users:** Researchers. **Individuals in Bank:** Teachers and principals. **Retention and Disposal:** Permanent.

Teachers' Superannuation Records, 1852-1948 (RG2, M-1-A to M-1-C; M-2)

Location: Archives of Ontario. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Information Maintained:** Name, age, amount of pension contributed/received, date of retirement, years of service, registered number, medical certificate, certificate of moral character, and date of death of superannuated teachers and inspectors. **Uses:** Research. **Users:** Researchers. **Individuals in Bank:** Retired teachers and inspectors applying for and receiving pension benefits. **Retention and Disposal:** Permanent.

Thalidomide Case Files, 1962-1976 (RG10)

Location: Archives of Ontario. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Information Maintained:** Name, medical and financial information about Ontario residents affected by thalidomide. **Uses:** Legal and historical. **Users:** Historians, sociologists, statisticians and lawyers. **Individuals in Bank:** Victims of thalidomide. **Retention and Disposal:** Permanent.

Toronto (Don) Jail Staff Files, 1955-1974 (RG20, F-43; K-10 to K- 18)

Location: Archives of Ontario. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Information Maintained:** Name, application, background information, correspondence, appraisal reports and photographs. **Uses:** Research. **Users:** Researchers. **Individuals in Bank:** Staff of the Toronto (Don) Jail. **Retention and Disposal:** Permanent.

Trends in Farm Abandonment Study, 1956-1962 (RG16, 16-25, Box 1- 10)

Location: Archives of Ontario. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Information Maintained:** Name, location of property, financial evaluation, personal income statistics, analysis of information, surveys undertaken, maps and final reports by geographical code. **Uses:** Research. **Users:** Researchers. **Individuals in Bank:** Farmers. **Retention and Disposal:** Permanent.

Trust Files of Deceased Persons (sampled), 1944-1976 (RG4, 4-54)

Location: Archives of Ontario. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Information Maintained:** Name, year of death, financial statements and financial management accounts, cheques, Social Insurance cards and other personal documents, correspondence and other personal papers. **Uses:** Research. **Users:** Researchers. **Individuals in Bank:** Individuals committed to provincial institutions as insane or otherwise unable to manage their affairs, and now deceased. **Retention and Disposal:** Permanent.

Trust Files of Persons Released from Institutions for the Insane, 1966 (RG4)

Location: Archives of Ontario. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Information Maintained:** Name, year of release, financial information, Social Insurance Number, personal history. **Uses:** Research. **Users:** Researchers. **Individuals in Bank:** Individuals released from institutions for the insane. **Retention and Disposal:** Permanent.

Unmarried Parents Act (domestic) Files, 1938-1957 (RG22)

Location: Archives of Ontario. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Information Maintained:** Name, address, financial status, occupation, age, family situation, living conditions, information forms/applications to Provincial Court- Family Division, summons, court orders. **Uses:** Research. **Users:** Researchers. **Individuals in Bank:** Deserted wives and children. **Retention and Disposal:** Permanent.

Voters Lists, 1984-1987 (RG49)

Location: Archives of Ontario. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Information Maintained:** Name, address. **Uses:** Research. **Users:** Researchers. **Individuals in Bank:** Electors. **Retention and Disposal:** Permanent.

Will and Grant Probate Administration, 1813-1967 (RG22)

Location: Archives of Ontario. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Information Maintained:** Name, application, inventory of goods, accompanying affidavits, original will and codicil, copy of grant of probate, bonds. **Uses:** Research. **Users:** Researchers. **Individuals in Bank:** Deceased persons whose wills have been probated. **Retention and Disposal:** Permanent.

Workmen's Compensation Board Reports (RG39)

Location: Archives of Ontario. **Legal Authority:** Archives Act,R.S.O. 1980, c.27. **Information Maintained:** Name of claimant, claim number, occupation, cause of occupational disease, parts of body affected, employer, address of employer, attending physician. **Uses:** Research. **Users:** Researchers. **Individuals in Bank:** WCB clients, WCB staff. **Retention and Disposal:** Permanent.

Workmen's Compensation Claims (1937-39) and Reports (1956-59) (RG7, I-7)

Location: Archives of Ontario. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Information Maintained:** Name, address, company, nature of injury, correspondence regarding claims, occupational classification, salary. **Uses:** Research. **Users:** Researchers. **Individuals in Bank:** Claimants. **Retention and Disposal:** Permanent.

Young Offenders' Case Files (court records, RG22)

Location: Archives of Ontario. **Legal Authority:** Young Offenders' Act, 1986, c.32, Canada; Archives Act, R.S.O. 1980, c.27. **Information Maintained:** Name, age, sex, nature of offence, psychiatric reports, educational reports. **Uses:** Research. **Users:** Researchers. **Individuals in Bank:** Young offenders under 18 years of age. **Retention and Disposal:** Permanent.

Affiliated Agencies

Conservation Review Board

Holds hearings concerning objections to the designation of property for historical or architectural conservation.

General Classes or Types of Records

Contain information relating to hearings concerning objections to municipal designation of property for historical or architectural conservation, appeals against the minister's designation of archaeological or historical sites or the minister's refusal of archaeological licences, and general administration records.

Designated Properties (bylaws and notices of intention)
Hearings on Objections to Designating of Properties
Record of Designation of Properties

Personal Information Banks

None

Ontario Film Development Corporation (OFDC)

Fosters the development of Canadian-owned, Ontario-based film producers by providing a source of investment financing and assists Canadian distributors and filmmakers with the domestic and international marketing of their products. Also provides location assistance to producers and directors of both domestic and international film productions.

General Classes or Types of Records

Contain information relating to programs that stimulate employment, investment and growth in the Canadian motion picture industry, and general administration records.

Entertainment - Festivals/Galas
Loan Transactions
Marketing
Production and Development Agreements, Applications and Programs

Manuals

Staff procedural manual is produced and issued to all staff.

Personal Information Banks

Contain information related to financial information regarding applicants for film production and development assistance.

Production and Development Files

Location: Ontario Film Development Corporation. **Legal Authority:** Ontario Development Corporation Act, O. Reg. 37/86 and O. Reg. 550/86. **Information Maintained:** Name and address of applicant and his/her lawyer and accountant, financial institution where applicant banks, budgets for projects, OFDC project number, applicant's corporate financial statements for past three years, names, addresses and number of shares for all shareholders, funds required/requested. **Uses:** Determine eligibility for funding. **Users:** OFDC personnel. **Individuals in Bank:** Applicants. **Retention and Disposal:** Seven years, then destroyed.

Ontario Heritage Foundation (OHF)

The foundation carries out programs and activities in the areas of archaeology, architectural conservation, history, natural heritage and holds property in trust for the province. It provides grants for restoration work, research and publications, erects historical plaques, and manages and conserves OHF real and cultural properties. The foundation advises the Minister of Culture and Communications on the issuance of archaeological licences.

General Classes or Types of Records

Contain information relating to OHF programs and activities, general administration and financial information, board and committee agendas and minutes, and information relating to advice provided to the Minister of Culture and Communications on issuing archaeological licences.

Archaeological Committee Projects (policies and procedures, research, grant files, special projects/programs)
Architectural Conservation Committee Projects (policies and procedures, research, capital and non-capital grant files, feasibility studies, special projects/programs (Good Practices Manual))
Carolinian Canada Land Protection and Stewardship Program (correspondence, memorandum of understanding, grant applications, guidelines, interim and post-project reports, site descriptions)
Elgin/Winter Garden Project (construction files, communications, promotion and marketing, architectural/design files, research, legal files, correspondence, progress reports)
Historical Committee Projects (policies, program guidelines, operations, initiatives, project grants)
Natural Heritage Committee (grant applications, guidelines, terms of reference, correspondence, interim and post-project reports)
Niagara Escarpment Program (memorandum of understanding, grant applications, communications, promotion and marketing, acquisition files, correspondence)
OHF-Owned Properties (inventory of properties, tenant lists, custodial agreements, maintenance, reports, photographs, correspondence)
Property Restoration and Management Records (construction, contracts, communications, promotions and marketing, legal, correspondence, architectural, archaeological, historical)
Real Property Heritage Easements (easement agreements, grant applications/agreements, research, monitoring reports, legal, correspondence)
Record of Cultural Properties (collections management policies, reports, gift agreements, legal, correspondence, insurance, custodial institutions)

Personal Information Banks

Contain information related to the types of donations made to the foundation, and the names and addresses of the donors and those holding easement agreements.

Donations of Real and Cultural Properties to the Foundation

Location: Ontario Heritage Foundation. **Legal Authority:** Ontario Heritage Act, R.S.O. 1980, c.337. **Information Maintained:** Name, address, telephone number, receipt number, amount or value of donation, description of donation and taxation year. **Uses:** Evaluate and assess donations; issue income tax receipts. **Users:** OHF staff, Provincial Auditor, OHF Board of Directors, custodial institutions (museums, galleries, etc.). **Individuals in Bank:** Individuals who have made or offered to make a donation to the foundation. **Retention and Disposal:** Permanent.

Donations to the Elgin and Winter Garden Project

Location: Ontario Heritage Foundation, Elgin and Winter Garden Unit. **Legal Authority:** Ontario Heritage Act, R.S.O. 1980, c.337. **Information Maintained:** Name, address, telephone number, amount of donation (if donor). **Uses:** Monitor and track progress for fundraising for the project; publicize the project; fundraising. **Users:** OHF staff, Provincial Auditor. **Individuals in Bank:** Individuals who have made or offered to make a donation to the Elgin/Winter Garden Project, individuals requesting information about the project. **Retention and Disposal:** Not determined.

Donations-in-Kind and Financial Donations in Support of the Restoration of OHF-Owned Properties

Location: Ontario Heritage Foundation. **Legal Authority:** Ontario Heritage Act, R.S.O. 1980, c.337. **Information Maintained:** Name, address, telephone number, receipt number, amount or value of donation, description of donation and taxation year. **Uses:** Evaluate and assess donations; issue income tax receipts. **Users:** OHF staff, Provincial Auditor, OHF Board of Directors. **Individuals in Bank:** Individuals who have made or offered to make a donation-in-kind or donation in support of the restoration of OHF-owned properties. **Retention and Disposal:** Permanent.

Easements Agreements Held by the Foundation on Real Property

Location: Ontario Heritage Foundation. **Legal Authority:** Ontario Heritage Act, R.S.O. 1980, c.337. **Information Maintained:** Name, address, telephone number, value of grant, conditions of agreement, insurance. **Uses:** Monitor easement properties. **Users:** OHF/branch staff, Provincial Auditor, OHF Board of Directors. **Individuals in Bank:** Individuals who have entered into easement agreements with the foundation. **Retention and Disposal:** Permanent.

Ontario Historical Studies Series Board of Trustees

Produces comprehensive, scholarly and readable books on the historical development of Ontario.

General Classes or Types of Records

Contain information relating to authors' contracts, book launchings, editors' reports, minutes of board of trustees meetings and executive committee meetings, and expected publication dates of volumes of the series.

Biographies - Published
Biographies - Publishing Schedule
Flow Chart of Research, Writing and Publishing 1971-1993
Published Theme Studies and Publishing Schedule

Personal Information Banks

None

Makes science and technology appealing to children of all ages by inviting visitor participation, and providing special exhibitions, films, free education programs and travelling exhibitions.

General Classes or Types of Records

Contain information relating to a large variety of programs designed to stimulate and inform the general public about science and technology. Also contain general administration records as described in Chapter II of this directory.

Copyrights
Exhibit Research and Development
Revenue Tour Booking and Facility Rental
School Tour Bookings
Trademarks

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Career Planning/Training
Employment Application Inventory
Freedom of Information and Protection of Privacy Act Requests
General Employment History and Payroll Information
Grievances and Applications
Identity/Employee Card
Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)
Job Competitions
Performance Management
Workers' Compensation

Also contain information related to the types of donations made to the centre, and the names and addresses of the donors.

Donor Records

Location: Ontario Science Centre. **Legal Authority:** Centennial Centre of Science and Technology Act, R.S.O. 1980, c.60. **Information Maintained:** Name, records relating to gifts of either cash or items given to the Science Centre. **Uses:** Identify donor and gift. **Users:** Board of trustees, director general, controller and revenue development officer. **Individuals in Bank:** Individuals who have made donations to the centre. **Retention and Disposal:** Five years, then transferred to archives.

Ontario Telephone Development Corporation

This agency was originally established to contribute to the improvement of the telephone systems in Ontario. The role of the corporation was to respond to crisis situations in the operation of the telephone systems to which the authority of the province extends in order to ensure that the customers of these systems have access to adequate telecommunications services at all times. The agency is currently inactive.

General Classes or Types of Records

Contain information relating to the acquisition of the Muskoka and Parry Sound Telephone Company.

Background information on the Muskoka and Parry Sound Telephone Company
Corporate Executive Council Minutes
Court Proceedings and Legal Matters

Personal Information Banks

None

Ontario Telephone Service Commission

The commission is responsible for regulating the thirty providers of telephone services under provincial jurisdiction. Bell Canada is not regulated by this commission.

General Classes or Types of Records

Contain information on orders, filings and day-to-day operations.

Applications
General Tariffs of Telephone Systems
Telephone Service Commission Orders
Telephone Tariff Agreements

Personal Information Banks

None

Public Records

Information on land tax registers and marriage registers is maintained by the Archives of Ontario and is made available to the general public.

Land Tax Registers, Exempted Properties, Unorganized Territories (RG26, 19)

Purpose: Historical. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Information Maintained:** Name of owner, address, lot location, value of land and/or improvements, taxes paid, taxes unpaid, penalties. **Retrievability:** District, township, then name. **Retention and Disposal:** Permanent. **Access Procedures:** Written request. Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-6952.

Marriage Registers Collection, 1800-1948 (RG8, I-6-A to I-6-D; MS248)

Purpose: Historical. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Information Maintained:** Name of bride and groom, ages, place of birth, residence, parents, witnesses, marriage date, denomination, clergy, and some birth, baptism and death registrations. **Retrievability:** District, county, clergy or church/mission, then name. **Retention and Disposal:** Permanent. **Access Procedures:** Self-service microfilm in public reading room of the Archives of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-6952.

Note: The Archives of Ontario maintains psychiatric patient files, which information is excluded from the freedom of information legislation. Provisions of the Mental Health Act as amended by the Equality Rights Statute Law Amendment Act, 1986, apply to that personal information.

Access

Freedom of Information and Privacy Coordinator
Ministry of Culture and Communications
4th Floor, 77 Bloor Street West
Toronto, Ontario
M7A 2R9
Telephone: (416) 965-3012

A public reading room for the review of manuals and other information is open from 10:00 a.m. until 4:00 p.m., Monday to Friday in the Library/Resource Centre on the third floor at 77 Bloor Street West, Toronto.

Access for the Archives of Ontario

Freedom of Information Coordinator
Archives of Ontario
77 Grenville Street
Toronto, Ontario
M7A 2R9
Telephone: (416) 965-6952

A public reading room for the review of finding aids and other information is open from 8:15 a.m. to 4:30 p.m., Monday to Friday, with staff on duty to assist researchers, on the main floor at 77 Grenville Street, Toronto. Extended research hours without staff on duty are Monday to Friday until 10:30 p.m. and on Saturday from 10:00 a.m. to 8:00 p.m.

Access for the Ontario Film Development Corporation

Freedom of Information and Privacy Coordinator
Ontario Film Development Corporation
175 Bloor Street East
Suite 300, North Tower
Toronto, Ontario
M4W 3R8
Telephone: (416) 965-8393

Access for the Ontario Science Centre

Freedom of Information and Privacy Coordinator
Ontario Science Centre
770 Don Mills Road
Don Mills, Ontario
M3C 1T3
Telephone: (416) 429-4100

Access for the Ontario Telephone Service Commission

Freedom of Information and Privacy Coordinator
Ontario Telephone Service Commission
Suite 200, 3625 Dufferin Street
Downsview, Ontario
M3K 1Z2
Telephone: (416) 235-4950

Office for Disabled Persons

Head

Minister Responsible for Disabled Persons
3rd Floor, 700 Bay Street
Toronto, Ontario
M5G 1Z6
Telephone: (416) 326-0123
TDD/Voice: 1-800-387-4456

Mandate

The office acts as a central information source to the general public on government policies, programs and services for disabled persons and their families; promotes the development of coordinated policies within government on issues affecting disabled individuals; and identifies opportunities of a corporate nature to promote the public's awareness of the needs of disabled persons.

Organization

The office consists of the Minister's Office, the Office for Disabled Persons and the Ontario Advisory Council for Disabled Persons which reports to government through the minister.

General Classes or Types of Records

Contain information on policy and programs related to disabled persons as well as administrative records.

Manuals

Provide information on group home policy, programs, regulations and related issues. Publications are available at the Ontario Government Bookstore.

Ontario Group Homes Manual

Personal Information Banks

Contain the following common personal information banks as described in Chapter II of to this directory.

Central Attendance Recording System (CARS)
Employment Application Inventory
General Employment History and Payroll Information
Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)
Job Competitions
Performance Management
Travel/Expense Accounts

Affiliated Agencies

Ontario Advisory Council for Disabled Persons

The Ontario Advisory Council for Disabled Persons advises the government of Ontario through the Minister Responsible for Disabled Persons on matters pertaining to the well-being of disabled persons. It promotes the development and creation of self-help opportunities for disabled persons; reviews current policies which have a bearing on disabilities; and advises the minister as requested.

General Classes or Types of Records

Contain information on issues related to disabled persons and their families in Ontario as well as administrative records.

Orders in Council

Personal Information Banks

Contain the following common personal information banks as described in the introduction to this directory.

Central Attendance Recording Systems (CARS)
Employment Application Inventory
General Employment History and Payroll Information
Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)
Job Competitions
Performance Management
Travel/Expense Accounts

Access

Freedom of Information and Privacy Coordinator
Office for Disabled Persons
2nd Floor, 700 Bay Street
Toronto, Ontario
M5G 1Z6
Telephone (voice)/TDD: (416) 326-0101

♿

A public reading room for the review of manuals and other information is open during regular office hours in the library, on the second floor at 700 Bay Street, Toronto.

District Health Councils of Ontario

Head

Chairperson of each District Health Council
Refer to the list at the end of this Chapter for addresses.

Mandate

The District Health Councils of Ontario are planning advisory bodies to the Minister of Health, established by Order in Councilunder the Ministry of Health Act. Councils plan for, identifyand priority rank district health needs, coordinate all health planning activities for the district and, cooperate in social development activities for the district.

Organization

There are 28 geographically defined councils representing over 90% of Ontario residents. Councils are composed of 15 to 19 volunteer members appointed by Order in Council for a maximum of two three-year terms. The membership is composed of consumer, provider and local government representatives supported by a small secretariat. Councils are supported by a number of committees composed of council members and community provider and consumer members.

General Classes or Types of Records

Each council maintains separate records including general administrative records as described in Chapter II of this directory. Council records contain information relating to hospital services, long-term care, mental health and addiction services, community and public health services, health promotion, and emergency health services specific to the district served.

Agendas and Minutes from Council and Council Committees
Health Planning Studies
Health Related Demographic Information
New/Expanded Health Services Programs – Proposals, Review and Evaluation Documention, Priority Ranking
Profile Information on Health Agencies/Services
Recommendations to the Minister of Health
Results of Analysis of Health Service plans
Special Project and Task Force Reports

Manuals

Issued to council members and staff to provide the policy and procedures which govern the activities of councils andsecretariat.

District Health Council Bylaws/Operational Guidelines
District Health Council Administrative Manual
Ministry of Health New/Expanded Health Services Program Proposal Guidelines

Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

Workers' Compensation

Also contain information on the nomination and appointment of members of Council, and on permanent and contract staff.

Council and Committee Nominees

Location: Council offices. **Legal Authority:** Ministry of Health Act, R.S.O. 1980, c.280, s.9. Refer to list at end of thischapter for Order in Council number. **Information Maintained:** Name, address, telephone number, professional and employment experience, other voluntary and professional associations, languages spoken and ethnic background. **Uses:** Recruitment or renewal of applications by the ministry for membership to council; monitor status of application. **Users:** Nomination Committee, council members and staff and staff of the Minister's Office and Health Planning Division of the Ministry of Health. **Individuals in Bank:** Applicants for District Health Council and committee membership. **Retention and Disposal:** Not determined.

Council and Committee Members

Location: Council offices. **Legal Authority:** Ministry of Health Act, R.S.O. 1980, c.280, s.9. Refer to list at end of this chapter for Order in Council number. **Information Maintained:** Name, address, telephone number, professional and employment experience, other voluntary and professional associations, languages spoken and ethnic background. **Uses:** Process applications for renewal of Order in Council as members of District Health Council by the ministry; monitor status of Order in Council; report on profile of council and committee membership. **Users:** Nomination Committee, council members and staff and staff of the Minister's Office and Health Planning Division of the Ministry of Health. **Individuals in Bank:** Members of District Health Councils and councils' committees. **Retention and Disposal:** Not determined.

Employment Application Inventory

Location: Council offices. **Legal Authority:** Ministry of Health Act, R.S.O. 1980, c.280, s.9. Refer to list at end of this Chapter for Order in Council number. **Information Maintained:** Name, addresses, letters of application, resumes, response letters. **Uses:** Identify potential candidates for job competitions. **Users:** Council members, Executive Directors, senior staff. **Individuals in Bank:** Applicants for jobs with councils. **Retention and Disposal:** Not determined.

Personnel Records

Location: Council offices. **Legal Authority:** Ministry of Health Act, R.S.O. 1980, c.280, s.9. Refer to list at end of this chapter for Order in Council number. **Information Maintained:** Name, address, work history, record of work attendance, payrolltransactions, employee benefits and appraisals of work performance. **Uses:** Record employee's work history, payroll/benefits transactions, employees performance; identify staff training needs. **Users:** Management and financial staff, auditors. **Individuals in Bank:** Full-time, part-time, and contract staff of council. **Retention and Disposal:** Not determined.

Access

Executive Director of each District Health Council listed below.

A public reading room for the review of manuals and other information is open during regular office hours at each of the council office locations.

District Health Councils

Algoma District Health Council ♿
Suite 405, 123 March Street
Sault Ste. Marie, Ontario
P6A 2Z5
(705) 942–0200
Established by Order in Council 1050/77, April 13,1977.

Brant District Health Council ♿
Suite 401, 233 Colborne Street
Brantford, Ontario
N3T 2H4
(519) 756–1330
Established by Order in Council 1817/76, June 23,1976.

Cochrane District Health Council ♿
Suite 310, 113 Pine Street South
Timmins, Ontario
P4N 2K3
(705) 264–9539
Established by Order in Council 1704/75, June 18,1975.

County of Simcoe District Health Council ♿
Suite 216, Victoria Square
11 Victoria Street
Barrie, Ontario
L4N 6T3
(705) 734–9960
Established by Order in Council 1954/83, July 9,1983

District Health Council of Eastern Ontario ♿
Suite 300, 3rd Floor
340 Pitt Street
P.O. Box 1478
Cornwall, Ontario
K6J 3P9
(613) 933–9585
Established by Order in Council 856/80, March 26,1980

Durham Region District Health Council ♿
Suite 300, 40 King Street West
Oshawa, Ontario
LIH 1A4
(416) 433–4262
Established by Order in Council 1659/77, June 15,1977

East Muskoka/Parry Sound
36 Chaffey Street
P.O. Box 3000
Huntsville, Ontario
P0A 1K0
(705) 789–4429
Established by Order in Council 977/88, April 15, 1988

Essex District Health Council
Suite 207, 76 University Avenue West
Windsor, Ontario
N9A 5N7
(519) 256–4568
Established by Order in Council 197/76, January 28,1976

Grey–Bruce District Health Council ♿
Suite 5, 945 Third Avenue East
Owen Sound, Ontario
N4K 2K8
(519) 376–6691
Established by Order in Council 1168/76, April 28,1976

Haldimand–Norfolk District Health Council ♿
P.O. Box 5081
101 Nanticoke Creek Parkway
Townsend, Ontario
N0A 1S0
(519) 587–2231
Established by Order in Council 2271/81, August 6,1981

Haliburton–Kawartha and Pine Ridge District Health Council ♿
P.O. Box 544
Peterborough, Ontario
K9J 6Z6
(705) 748–2992
Established by Order in Council 2858/75, October 15,1975

Halton District Health Council ♿
Suite 503, 700 Dorval Drive
Oakville, Ontario
L6K 3V3
(416) 842–2120
Established by Order in Council 2123/76, July 21,1976

Hamilton–Wentworth District Health Council ♿
Box 2085, Main Post Office,
Hamilton, Ontario
L8N 3R5
(416) 389–1321
Established by Order in Council 156/76, January 28,1976

Kenora Rainy–River District Health Council ♿
104 Government Road
P.O. Box 379
Keewatin, Ontario
P0X 1C0
(807) 547–2028
Established by Order in Council 3590/75, December 23,1975

Kent County District Health Council ♿
75 Thames Street
Chatham, Ontario
N7L 1S4
(519) 351–1162
Established by Order in Council 1152/76, April 28,1976

Kingston, Frontenac and Lennox and Addington District Health Council ♿
544 Princess Street
P.O. Box 1690
Kingston, Ontario
K7L 5J6
(613) 549–5253
Established by Order in Council 2712/81, September 18,1981

Lambton District Health Council ♿
Suite 108, 265 North Front Street
Sarnia, Ontario
N7T 7X1
(519) 337–5485
Established by Order in Council 1644/77, June 15,1977

Manitoulin–Sudbury District Health Council
160 Douglas Street West
Sudbury, Ontario
P3E 1G1
(705) 675–5654
Established by Order in Council 1540/76, May 26,1976

Metropolitan Toronto District Health Council
Suite 301
3rd Floor, 1246 Young Street
Toronto, Ontario
M4T 1W5
(416) 922–8820
Established by Order in Council 2392/80, August 20,1980

Niagara District Health Council
Box 1059
1428 Pelham Street South
Fonthill, Ontario
L0S 1E0
(416) 892–5771
Established by Order in Council 1274/75, May 7,1975

Ottawa–Carleton Regional District Health Council
Suite 350, 955 Green Valley Crescent
Ottawa, Ontario
K2C 3V4
(613) 723–1440
Established by Order in Council 3153/73, December 21,1973
♿

Peel District Health Council
Suite 220, Plaza II
350 Rutherford Road South
Brampton, Ontario
L6W 4N6
(416) 455–4856
Established by Order in Council 624/77, March 9,1977
♿

Rideau Valley District Health Council
Box 487, 1 Abel Street
Smiths Falls, Ontario
K7A 4T4
(613) 283–6980
Established by Order in Council 936/77, March 30,1977
♿

Thames Valley District Health Council
826 King Street
London, Ontario
N5W 2X6
(519) 679–9140
Established by Order in Council 146/76, January 28,1976
♿

Thunder Bay District Health Council
Suite 8, 516 Victoria Avenue East
Thunder Bay, Ontario
P7C 1A7
(807) 623–6131
Established by Order in Council 2545/74, October 2,1974

Waterloo Region District Health Council
Suite 218, 75 King Street South
Waterloo Town Square
Waterloo, Ontario
N2J 1P2
(519) 884–6390
Established by Order in Council 3328/77, November 30,1977
♿

Wellington–Dufferin District Health Council
317 Speedvale Avenue East
Guelph, Ontario
N1E 1N3
(519) 836–7440
Established by Order in Council 1813/76, June 23,1976

West Muskoka/Parry Sound District Health Council
2nd Floor, 17 James Street
Parry Sound, Ontario
P2A 1T4
(705) 746–2123
Established by Order in Council 977/88, April 15, 1988

Durham College of Applied Arts and Technology

Head

Chairperson, Board of Governors
Durham College of Applied Arts and Technology
P.O. Box 385
2000 Simcoe Street North
Oshawa, Ontario
L1H 7L7
Telephone: (416) 576-0210

Mandate

Durham College provides educational services to students and trainees in the areas of post-secondary and continuing education, apprenticeship and skills training.

Organization

Durham College is governed by a Board of Governors appointed by the Ontario Council of Regents and is organized into the following divisions: Administrative, Human Resources, Student Affairs and three Academic Faculties reporting to the President. The main campus is in Oshawa with two other campuses in Pickering and Ajax.

Divisions

The Board of Governors

The board establishes goals and policies for the college and evaluates the results. The board is comprised of 12 external and four internal members. One external member serves as chairperson.

General Classes or Types of Records

Contain information relating to the development of policy, the establishment of goals and objectives for the college, and the general direction of college operations.

Bylaws
Minutes of Board and Standing Committees
Policies

Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

Board of Governors Membership

President's Office

Appointed by and responsible to the Board of Governors, the President is Chief Executive Officer with full authority to manage and direct the business affairs of the college. The Community Services Coordinator reports directly to the President.

General Classes or Types of records

Contain information on the management of the college, the coordination of fundraising activities, and the provision of information to the public on college affairs.

Manuals

Contain policies on college operations as approved by the Board of Governors.

Durham College Policies Manual

Personal Information Banks

None

Administration and Finance

The division administers and controls all financial matters, cafeterias and facilities. Reporting to the Administrator are the Accounting Department, the Purchasing Office and the Plant Manager.

General Classes or Types of Records

Contain general administration records as described in Chapter II of this directory.

Manuals

Contain information on administrative procedures for college staff.

Durham College Procedures Manual

Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

Employee Personnel, Payroll and Benefits Records
(payroll and benefits records only)

Human Resources

The division coordinates the recruitment of staff, maintains employee records, coordinates staff promotions, transfers and terminations, and interprets and implements the collective agreements, grievance procedures and pay equity.

General Classes or Types of Records

Contain information relating to personnel and human resource functions as described in Chapter II of this directory.

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Employee Personnel, Payroll and Benefits Records
(personnel records only)
Health and Medical Records (employees only)
Job Competitions and Applications
Ombudsman/Human Rights Commission
Professional Development
Teacher Workload Records (Standard Workload Form)
Workers' Compensation

Student Affairs

The division is responsible for student recruitment and registration, student services (including financial assistance, athletics and student housing), job placement services, and the operations of the fitness complex, the library and the audio-visual department.

General Classes or Types of Records

Contain operational records common to community colleges as described in Chapter II of this directory, relating to the enrolment and registration of students and the provision of student services.

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Co-op, Work Term, Final Job Placements
Graduate and Alumni Records
Library Users Lists
Ontario Student Assistance Program
Scholarships and Awards
Student Appeals (disciplinary, administrative, academic)
Student Applications
Student Athletics and Fitness Programs
Student Registration and Academic History

Faculty of Applied Arts and Health Sciences

The faculty is comprised of the Applied Arts Division and the Health Sciences Division. The Applied Arts Division offers programs in journalism, public relations, advertising administration, interior design, graphic arts, early childhood education, food and beverage management and general studies.

General Classes or Types of Records

Contain operational records common to community colleges relating to the development and delivery of academic programs as described in Chapter II of this directory.

Manuals

Issued to students to provide procedures and guidelines relating to the faculty's programs and courses. Issued to instructors and program chairmen to provide policies and procedures relating to the delivery of the faculty's academic programs. These manuals are used in all teaching faculties.

Chairman's Handbook
Continung Education Chairman's Handbook
Extension Handbook
Instructor's Handbook
Student Handbook

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Day Care Registrants
Dental Clinic Patients
Health and Medical Records (students)
Teacher Workload Records (Standard Workload Form)
Tests, Examinations and Assessments

Faculty of Business and Technology

The faculty is comprised of the Business Division and the Technology Division. The Business Division offers programs in business administration, legal administration, office systems, retail management, office administration and secretarial studies. The Technology Division offers programs in engineering technology, industrial, chemical, electronic, mechanical and food and drug technologies, and aviation transport. Apprenticeship programs are also offered.

General Classes or Types of Records

Contain operational records common to community colleges as described in Chapter II of this directory, relating to the development and delivery of academic programs.

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Teacher Workload Records (Standard Workload Form)
Tests, Examinations and Assessments

Faculty of Skills Development

The faculty administers government-sponsored programs such as the Ontario Training Strategy and the Canadian Job Strategy, and provides a variety of vocational assessment, skills training and academic upgrading programs. The faculty also administers the Innovation Services area (which offers expertise in new business development and expansion) and the College Management Centre (which focuses on improving operational efficiency in small business).

General Classes or Types of Records

Contain operational records common to community colleges as described in Chapter II of this directory, relating to the administration of government-sponsored programs.

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

FUTURES Program Applicants and Participants
Innovation Centre Clients, Registrants and Users
Ontario Basic Skills Program Trainees
Ontario Training Incentive Program Trainees
Tests, Examinations and Assessments

Access

Freedom of Information and Privacy Coordinator
Durham College
P.O. Box 385
2000 Sincoe Street North
Oshawa, Ontario
L1H 7l&
Telephone: (416) 576-0210

A public reading room for the review of manuals and other information is open during the day and evening and is located in the college library, Oshawa.

Ministry of Education

Head

Minister of Education
22nd Floor, Mowat Block
900 Bay Street
Toronto, Ontario
M7A 1L2
Telephone: (416) 965-5277

Mandate

The ministry establishes the legal and policy framework under which education is delivered in the province. It provides program direction through the issuance of guidelines, develops support materials and evaluates results. The ministry provides both operating and capital grants to school boards in a manner that supports the principle of equality of educational opportunity for students across the province. Through the Education Act, the ministry provides a legal basis for school boards to draw on municipal taxes to assist in funding education. ministry funding pays the employers' contributions to teachers' pensions and supports various special initiatives. The ministry is also responsible for programs which relate to the basic preparation for, and access to, employment, which includes a broad range of community-based learning activities.

Organization

The ministry is organized into four divisions: Finance and Administration; Corporate Planning and Policy; Learning Programs; and Learning Services. Each division reports to an assistant deputy minister. In addition, there is an Assistant Deputy Minister of French Language Education. The ministry's programs are carried out by the provincial schools, six regional offices and by services provided by head office.

Divisions

Finance and Administration Division

The Finance and Administration Division comprises six branches and two units and is responsible for the administration of human and financial resources, the provision of administrative, financial, audit, information management, data processing and communication services, the application of the Employment Equity Program, the ministry's compliance with the freedom of information and protection of individual privacy legislation, the coordination of French language services and for the provision of administrative computer software for school boards participating in the Educational Computing Network of Ontario (ECNO).

General Classes or Types of Records

Contain information relating to administration, finances, internal audit, information systems, communications services, human resources, development of educational hardware, software and communications network, the provision of software to school boards for various applications, (e.g., student administration, finance, planning and personnel administration).

Educational Computing Network of Ontario (ECNO)
Federal-Provincial Agreement Claims
Miscellaneous Grants (special grants for educational purposes)
Product Support Group
School Board System Services
Student Guidance System Information System Processing

Manuals

Issued to staff to provide direction and details on administrative and operational policies and procedures for administration, finance, logistics, and human resources. Provide procedures for the use and maintenance of, and product development for, the ministry's educational computing systems.

Central Records Management Users Guide
Educational Computing Network of Ontario (ENCO)
Freedom of Information Administration
French Language Editorial Style Guide
Internal Audit
Internal Manual of Administration
Policies and Procedures
Records Management
Style Guide for Editors and Writers of Ministry Publications
System Standards

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Career Planning/Training
Central Attendance Recording System (CARS)
Employment Application Inventory
Employment Equity Program
Freedom of Information and Protection of Privacy Act Requests
General Employment History and Payroll Information
Grievances and Applications
Identity/Employee Card
Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)
Job Competitions
Library Users Lists
Medical Information (Personnel)
Ombudsman/Human Rights Commission
Performance Management
Travel/Expense Accounts
Workers' Compensation

Also contain information relating to professional service contracts and financial services.

Contract Payroll

Location: Financial Services Branch. **Legal Authority:** Public Service Act, R.S.O. 1980, c. 418; R.R.O. 1980, Reg. 881, s.7(1)(a) and (b). **Information Maintained:** Social Insurance Number, name, branch, rate of pay, applicable deductions, date of payment, other pertinent data, general correspondence. **Uses:** Maintain employment record; respond to inquiries. **Users:** Managers of branches with contract employees, Financial Services staff. **Individuals in Bank:** Individuals with a fee-for-service contract with the ministry. **Retention and Disposal:** Six years, then destroyed.

Corporate Planning and Policy Division

The Corporate Planning and Policy Division comprises four branches and is responsible for coordinating the ministry's policy, strategic planning, research and information activities; maintaining liaison with other parts of the Ontario government other governments and with education stakeholders for the purpose of developing and implementing education policies; establishing, maintaining and interpreting the legislative framework that governs the delivery of education in Ontario; developing policy on the funding of education in Ontario and approving and providing transfer payments to school boards as both operational and capital grants; developing policies related to the teachers' pension act and undertaking a lead role in the development and coordination of policies regarding the education of Native people in Ontario.

General Classes or Types of Records

Contain information on legislation administered by the ministry, educational liaison, education statistics, education research and analysis, the design and construction of public and separate schools, funding policy, teacher pension policy and general education information.

Acquisition
Board Reports
Board/School Identification Data Base
Corporate Issues
Curriculum Statistics
Dissemination, Promotions of Research Reports
Education Information System
Education Research
Exchange Programs (student/teacher cultural and educational exchanges)
Experience Program (summer job service for students)
Federal-Provincial Agreements
Federal-Provincial Liaison
French Language Fund Learning Materials
Hosting and Summer Seminars
Information Services and Resource Catalogue
Interprovincial Liaison
Legislation Development
Litigation
Master Identification (MIDENT)
Native Education
Newspaper Clippings and Information Vertical Files
Policy Analysis and Research Development
Process of Data Collection Instruments
School September Report
Statutory Amendments
Strategic Planning
Teachers' Statistics
Teachers' Superannuation

Manuals

Issued to board and school officials as a general guide to the various programs offered by the Ontario Student Leadership Centre. Issued to provide statistical information on Ontario.

Directory of Statistical Information
Ontario Student Leadership Centre Administration
Procedures for Operation of Systems and Identification of Statistical Information
Systems User
Teacher Exchange Manuals

Personal Information Banks

Contain information relating to research, legislation and litigation, board report, trustees, teachers and students.

Board/School Identification Data Base

Location: Policy Analysis and Research Branch. **Legal Authority:** Education Act, R.S.O. 1980, c.129, s.10. **Information Maintained:** Social Insurance Number, principal's name, degree, location, school, board, municipality, county, regional identification data. **Uses:** Identify schools, school boards and principals; produce mailing list. **Users:** Ministry management, school board staff. **Individuals in Bank:** Principals. **Retention and Disposal:** 26 years, then transferred to archives.

Boards of Reference

Location: Legislation Branch. **Legal Authority:** Education Act, R.S.O. 1980, c.129, s.238 to s.248. **Information Maintained:** Correspondence, submissions, legal documentation concerning the termination of a teacher's contract and application to a Board of Reference. **Uses:** Coordinate the minister's position and response to application to a Board of Reference. **Users:** Legal counsel for the ministry and ministry management. **Individuals in Bank:** Teachers whose contracts have been terminated by employer boards of education. **Retention and Disposal:** 30 years, then destroyed.

Exchange Programs (student)

Location: Education Liaison and Exchange Branch. **Legal Authority:** Education Act, R.S.O. 1980, c.129, s.8(1)(v)(i) and s.237(7). **Information Maintained:** Name, sex, age, address, telephone number, OHIP number, passport number, religion, country of birth, citizenship, education, medical information. **Uses:** Determine eligibility of student; match with appropriate exchange student in Europe. **Users:** Branch staff and Board coordinators. **Individuals in Bank:** Applicants. **Retention and Disposal:** Current plus ten years in Records Centre; select files transferred to archives.

Exchange Programs (teacher)

Location: Education Liaison and Exchange Branch. **Legal Authority:** Education Act, R.S.O. 1980, c.129, s.20. **Information Maintained:** Name, sex, age, address, telephone number, OHIP number, religion, country of birth, citizenship, education, medical information, teaching assignment information, accommodation information. **Uses:** Determine eligibility of teachers; match with appropriate exchange educator in exchange country. **Users:** Branch staff, Canadian League for Education Exchange. **Individuals in Bank:** Applicants. **Retention and Disposal:** Current plus ten years in Records Centre; select files transferred to archives.

Experience Programs

Location: Education Liaison and Exchange Branch. **Legal Authority:** Education Act, R.S.O. 1980, c.129, s.8(1)(v)(i). **Information Maintained:** Name, address, telephone number, sex, age, Social Insurance Number, citizenship status, education. **Uses:** Determine eligibility of candidate to participate in program. **Users:** Experience Program personnel, education officers in regional offices, school board staff. **Individuals in Bank:** Secondary and post-secondary student applicants. **Retention and Disposal:**

Current plus ten years in Records Centre; select files transferred to archives.

Education Research

Location: Policy Analysis and Research Branch. **Legal Authority:** Education Act, R.S.O. 1980, c.129, s.8(1)(x). **Information Maintained:** Name, salary, curriculum vitae, Social Insurance Number. **Uses:** Determine competency and eligibility for professional services contracts. **Users:** Policy Analysis and Research Branch staff, ministry co-sponsors, steering committee. **Individuals in Bank:** Professional researchers, editors, writers and translators. **Retention and Disposal:** 20 years, then transferred to archives.

Official Languages Monitor Program

Location: Education Liaison and Exchange Branch. **Legal Authority:** Education Act, R.S.O. 1980, c.129, s.8(1)(v)(i). **Information Maintained:** Name, address, telephone number, sex, age, Social Insurance Number, citizenship. **Uses:** Determine eligibility of candidates. **Users:** Program staff. **Individuals in Bank:** Post-secondary students. **Retention and Disposal:** Ten years, then transferred to archives.

School Board Report

Location: Policy Analysis and Research Branch. **Legal Authority:** Education Act, R.S.O. 1980, c.129, s.10. **Information Maintained:** Social Insurance Number, name, degree, title, location, area of responsibility, English/French, sex. **Uses:** Planning and administration; produce statistical publications and directories. **Users:** Senior ministry officials. **Individuals in Bank:** Supervisory officers, other professional staff employed by school boards. **Retention and Disposal:** 12 years, then transferred to archives.

School Board Statutory Committee Members

Location: Policy Analysis and Research Branch. **Legal Authority:** Education Act, R.S.O. 1980, c.129, s.10. **Information Maintained:** Name, trustee status, association affiliation, official language designation. **Uses:** Identify committee members. **Users:** Ministry officials. **Individuals in Bank:** Committee members. **Retention and Disposal:** Term of membership, then destroyed.

School Board Trustees

Location: Policy Analysis and Research Branch. **Legal Authority:** Education Act, R.S.O. 1980, c.129, s.10. **Information Maintained:** Name, number of years as trustee, area represented, home address and telephone number, business telephone. **Uses:** Maintain school board trustee lists; update directories. **Users:** Ministry officials. **Individuals in Bank:** Trustees, chairmen. **Retention and Disposal:** 20 years, then destroyed.

Student Leadership

Location: Education Liaison and Exchange Branch. **Legal Authority:** Education Act, R.S.O. 1980, c.129 s.8(1)(v)(i). **Information Maintained:** Name, sex, age, address, telephone number, OHIP number, religion, education, medical information. **Uses:** Determine student's eligibility. **Users:** Ontario Student Leadership Centre staff (Orillia), Student Leadership staff in the Education Liaison and Exchange Branch. **Individuals in Bank:** Applicants. **Retention and Disposal:** Current plus ten years in Records Centre; select files transferred to archives. Confidential health reports are destroyed in branch in current year.

Teachers' Certificates - Suspension/Cancellation/Reinstatement

Location: Legislation Branch. **Legal Authority:** Education Act, R.S.O. 1980, c.129, s.8(1)(m) and s.10(1)11. **Information Maintained:** Correspondence, submission, legal documentation concerning suspension, cancellation, or reinstatement of teachers certificates. **Uses:** Coordinate the minister's position and response to certification matters. **Users:** Legal counsel for the ministry and ministry management. **Individuals in Bank:** Teachers whose qualifications are under review. **Retention and Disposal:** 30 years, then destroyed.

Teaching Staff Report

Location: Policy Analysis and Research Branch. **Legal Authority:** Education Act, R.S.O. 1980, c.129, s.10. **Information Maintained:** Social Insurance Number, name, date of birth, sex, years of teaching experience, language of instruction, and various indicators. **Uses:** Identify qualified and unqualified teachers and locations; prepare summaries for management and planning purposes. **Users:** Registrar Services Section, Professional Development Branch. **Individuals in Bank:** Teachers, department heads, consultants, principals, vice-principals, supervisory officers. **Retention and Disposal:** 20 years, then transferred to archives.

Office of the Assistant Deputy Minister, French Language Education

The Office of the Assistant Deputy Minister, French Language Education advises the ministry on priorities, goals and programs related to French-as-a-first-language education at the elementary and secondary levels in Ontario; participates in the appointment and deployment of French language officials; reviews official ministry documents related to French language education; provides French language consultative services to French language schools; and liaises with boards and commissions concerning French language education.

General Classes or Types of Records

Contain information on all matters relating to the education of francophones in the province.

Personal Information Banks

Contain information relating to teachers', principals' and coordinators' eligibility for the Full-Time Study Leave and Winter Bursaries Programs.

Full-Time Study Leave and Winter Bursaries Programs

Location: Office of the Assistant Deputy Minister, French Language Education. **Legal Authority:** Education Act, R.S.O. 1980, c.129, s.8(1)(v)(ii). **Information Maintained:** Name, Social Insurance Number (Winter Bursaries), position (e.g., teacher or principal). **Uses:** Determine eligibility for the program. **Users:** Program coordinator. **Individuals in Bank:** Teachers, principals, coordinators. **Retention and Disposal:** Seven years, then destroyed.

Learning Programs Division

The Learning Programs Division comprises a secretariat, four centres and two branches and is responsible for the development of programs for elementary and secondary schools in Ontario. The division coordinates the ministry's participation in program development for adult and continuing education, child care, Native education, distance education, computers in education, and basic literacy.

General Classes or Types of Records

Contain information on the development of education standards and policy, curriculum guidelines, learning materials, special education programs, programs for students and professional development programs for teachers, the administration of provincial schools, and the provision and administration of related programs.

Banque d'instruments de mesure de l'Ontario
Book Purchase Plan
Circular 14 Textbooks (approved textbooks for teachers' use)
Client and Project Files
Communications Plans
Computers in Education Vendors' Contracts
Contact North
Copyright Releases
Correspondence Courses
Curriculum Guidelines
Curriculum Support (documents/materials, record of development)
Demonstration Schools
Delivery Organization Files
Edan Project
French Language Fund Learning Materials
General Program Operations
Letters of Agreement
Literacy Grant Files
Multilevel Courses
Native Affairs
Ontario Assessment Instrument Pool
Ontario Educational Software Industry
Ontario Scholarships
Ontario Secondary School Diplomas
ONTERIS - Bibliographic Data Bases of Documents and Learning Materials
ONTERIS - Terminology Data Base
Principals' Courses - Policies and Procedures
Private Scholarships
Provincial Schools
R.S.N.A. Schools
Records and Reports (re colleges of applied arts and technology seat purchases)
Religious Education
Research, Reports and Statistical Information
Schools for Blind and Deaf
Special Days Events at Schools
Special Education
Student Guidance Information System
Student Information System (including graduates and Ontario Scholars)
Student Leadership Program
Supervisory Officer's Oral and Written Examination
Teachers' Qualifications - Policies and Procedures

Manuals

Issued to provide details on policies and procedures related to curriculum activities and other divisional functions.

Circular 14 Textbooks - Policies and Practices
Curriculum Development Procedures
Care and Treatment of Children with Special Needs, 1982
Educational Software Documentation, Standards and Guidelines
Independent Learning Centre - Associate Teacher Handbook
Independent Learning Centre - Author's Manual
Independent Learning Centre - Day School Facilitator Handbook
Independent Learning Centre - Futures Handbook
Independent Learning Centre - Institution Liaison Handbook
Independent Learning Centre - Course Development Guide
Independent Learning Centre - Course Guide
Independent Learning Centre - Policy Handbook
Independent Learning Centre - Sales Catalogue
Independent Learning Centre - Student Guide
Ontario Basic Skills/Ontario Basic Skills in the Workplace
ONTERIS Collections Policies
ONTERIS Data Entry
ONTERIS FDT Conventions
ONTERIS ISIS 4.5 Search
ONTERIS Microfiche Procedures and Policies
ONTERIS ONED Search Aid
ONTERIS Subject Descriptors
Special Education Information Handbook,1984
Special Project Fund
Special Support Allowance

Personal Information Banks

Contain information relating to the assessment of students' and teachers' credentials, eligibility for special programs, enrolment in provincial schools, proof of school attendance in closed private schools and training schools, and proof of date of birth. Also contain information on students applying to or enrolled in correspondence courses at the Independent Learning Centre and records of teachers working under agreement with the centre.

Associate Teacher Records

Location: Independent Learning Centre. **Legal Authority:** Education Act, R.S.O. 1980, c.129, s.8(1)(9). **Information Maintained:** Teacher's name, home and school addresses and telephone numbers, qualifications, employment history, education, associate teacher number, references, students' and education officers' opinions of the teacher. **Uses:** Record eligibility for employment; teacher assessment; record terms of agreement. **Users:** Branch education officers. **Individuals in Bank:** Teachers working under agreement as associate teachers, test supervisors, teletutors. **Retention and Disposal:** Seven years after termination, then destroyed.

Certificate Review Advisory Committee - Statement of Teachers' Certificates

Location: Special Education and Provincial Schools Branch. **Legal Authority:** Education Act, R.S.O. 1980, c.129, s.8(1)(m) and s.9(a). **Information Maintained:** Correspondence, submission, psychiatric reports, legal documentation concerning suspension, cancellation and reinstatment of teachers' certificates, Certificate Review Advisory Committee reports to the Minister. **Uses:** Advise Minister on reinstatement of teachers' certificates. **Users:** Legal counsel for the ministry and ministry management. **Individuals in Bank:** Persons whose teachers' certificates have been suspended or cancelled and who have applied to the Minister for reinstatement. **Retention and Disposal:** 75 years, then destroyed.

Closed Juvenile/Adult Training Schools

Location: Centre for Teacher Education. **Legal Authority:** Education Act, R.S.O. 1980, c.129; R.R.O. 1980, Reg. 271; federal-provincial agreement. **Information Maintained:** Student's records, name, age, sex, identification number, education, teachers' and administrators' comments. **Uses:** Issue transcripts of marks or diplomas; record proof of school attendance; occasionally provide proof of date of birth. **Users:** Registrar Services staff. **Individuals in Bank:** Students attending training schools. **Retention and Disposal:** 60 years, then transferred to archives.

Closed Private Schools

Location: Centre for Teacher Education. **Legal Authority:** Education Act, R.S.O. 1980, c.129; R.R.O. 1980, Reg. 271, s.24. **Information Maintained:** Name, age, sex, identification number, education, teachers' and administrators' comments. **Uses:** Issue transcripts of marks and duplicate diplomas; occasionally provide proof of age. **Users:** Registrar Services staff, educational institutions. **Individuals in Bank:** Students attending closed private schools. **Retention and Disposal:** 60 years, then transferred to archives.

Demonstration Schools - Applicants

Location: Demonstration schools. **Legal Authority:** Education Act, R.S.O. 1980, c.129, s.12. **Information Maintained:** Name, age, sex, address, telephone number, education, medical information, blood type, psychological tests, views/opinions, identifying number, religion, financial information, correspondence. **Uses:** Determine eligibility and suitability for admission. **Users:** School administrators, teachers, education officers in Special Education and Provincial Schools Branch. **Individuals in Bank:** Applicants. **Retention and Disposal:** 55 years, then transferred to archives.

Demonstration Schools - Special Education

Location: Demonstration Schools. **Legal Authority:** Education Act, R.S.O. 1980, c.129, s.12. **Information Maintained:** Name, age, sex, address, telephone number, Ontario student records, student psychological and physical information, releases signed by parents, correspondence. **Uses:** Document the operations of special education within the schools. **Users:** Education Officers and teachers. **Individuals in Bank:** Students. **Retention and Disposal:** 55 years, then destroyed.

Developmental Centre Schools

Location: Developmental Centre schools. **Legal Authority:** Child and Family Services Act, S.O. 1984, c.55, s.4 and s.6. **Information Maintained:** Name, sex, age, address, telephone number, education, medical and psychological tests, views/opinions, blood type, religion, identifying number, financial information, correspondence. **Uses:** Establish student's program; respond to correspondence (parents' inquiries). **Users:** School officials, teachers, branch education officers. **Individuals in Bank:** Students attending Developmental Centre schools. **Retention and Disposal:** 55 years, then transferred to archives.

Independent Learning Centre - Student Records

Location: Independent Learning Centre. **Legal Authority:** Education Act, R.S.O. 1980, s.8(1)(9). **Information Maintained:** Name, address, telephone number, sex, age, student number, marital status, education, national origin, medical information, transcripts, employment status, student tests. **Uses:** Determine eligibility for enrolment; evaluate requirements for secondary school diploma. **Users:** Branch administrative staff, Registrar Services Unit staff. **Individuals in Bank:** Individuals enrolled in the Independent Learning Centre program. **Retention and Disposal:** Information retained on line for 180 days after final activity; archived record of marks retained on site for 50 years, then destroyed.

Ontario Assessment Instrument Pool/Banque d'instruments de mesure de l'Ontario - Contracts and Resumes

Location: OAIP/BIMO Unit. **Legal Authority:** Education Act, R.S.O. 1980, c.129, s.8(1)(x). **Information Maintained:** Name, home and school addresses, telephone numbers, sex, age, marital status, education, qualifications, employment history, identification number (Social Insurance Number). **Uses:** Determine eligibility for awarding of contracts and as members of Subject Advisory Groups (SAG). **Users:** Staff of OAIP/BIMO Unit and Financial Services Branch (access only contract files). **Individuals in Bank:** Education organizations, universities, teachers, principals, education officers. **Retention and Disposal:** Varies - Ten to 15 years, then transferred to archives.

Ontario Scholars

Location: Centre for Teacher Education. **Legal Authority:** Education Act, R.S.O. 1980, c.129, s.8(1)(v). **Information Maintained:** Name, sex, date of birth, ministry identification number, education. **Uses:** Determine eligibility for an Ontario Scholarship. **Users:** Staff of Centre for Teacher Education, Policy Analysis and Research Branch, Development Branch, Financial Services Branch, Ministry of Treasury and Economics and Ontario Universities' Application Centre. **Individuals in Bank:** Secondary school students. **Retention and Disposal:** 60 years, then transferred to archives.

Private Scholarships

Location: Centre for Teacher Education. **Legal Authority:** Education Act, R.S.O. 1980, c.129, s.16; wills of benefactors designating the Ministry of Education as custodian of trust funds. **Information Maintained:** Name, education, sex. **Uses:** Request cheques for eligible (recommended) students from various trust accounts. **Users:** Staff of Centre for Teacher Education, Financial Services Branch. **Individuals in Bank:** Elementary and secondary students or first-year university students recommended by their schools for private scholarships. **Retention and Disposal:** Four years, then transferred to archives.

Provincial Review Committee for Vocational Rehabilitation Services/Learning Disabled Placements

Location: Special Education and Provincial Schools branch. **Legal Authority:** Vocational Rehabilitation Services Act, R.S.O. 1980, c.525, s.2, s.71 and s.8; Education Act, R.S.O. 1980, c.129, s.8(2). **Information Maintained:** Name, address, date of birth, file number, disability, correspondence with parents, services provided, cost of services, psychological and educational assessments, legal agreements with parents, related correspondence and documentation. **Uses:** Record eligibility for funding and authorized expenditures. **Users:** Senior management. **Individuals in Bank:** Children receiving financial assistance to attend private education facilities. **Retention and Disposal:** Not determined.

Regional Schools For Nursing Assistants (RSNA) - Attendance and Student Records

Location: Regional schools. **Legal Authority:** Health Disciplines Act, R.S.O. 1980, c.196; R.R.O. 1980, Reg. 449. **Information Maintained:** Name address, telephone number, attendance record, education, medical information. **Uses:** Determine eligibility for admission; provide information on which to evaluate students' satisfactory completion of program. **Users:** Teachers, school administrators. **Individuals in Bank:** Applicants, students attending RSNA schools. **Retention and Disposal:** Ten years, then destroyed; transcripts retained 55 years, then destroyed.

Schools For the Blind and Deaf - Student Records

Location: Individual schools. **Legal Authority:** Education Act, R.S.O. 1980, c.129, s.12(6)(a) and (b). **Information Maintained:** Name, address, telephone number, sex, age, education, medical information, psychological tests, views/opinions, identifying number, religion, blood type, financial information. **Uses:** Determine eligibility for enrolment; establish a program; deal with medical emergencies; respond to correspondence regarding students. **Users:** Branch education officers, school officials, teachers of enrolled students. **Individuals in Bank:** Students attending schools for the blind and/or deaf. **Retention and Disposal:** 55 years, then transferred to archives.

Secondary School Standing Records

Location: Centre for Teacher Education. **Legal Authority:** Education Act, R.S.O. 1980, c.129, s.8(1)(a). **Information Maintained:** Name, sex, age, school, telephone number, education, citizenship. **Uses:** Determine eligibility for diplomas, college and university entrance; statistical data, occasionally provide proof of age. **Users:** Staff of Centre for Teacher Education, Policy Analysis and Research Branch and Ontario Universities' Application Centre. **Individuals in Bank:** Secondary school students. **Retention and Disposal:** 60 years, then transferred to archives.

Student Information System

Location: Centre for Teacher Education. **Legal Authority:** Education Act, R.S.O. 1980, c.129; R.R.O. 1980, Reg. 262, clause 12(3)(i). **Information Maintained:** Name, sex, date of birth, identification number, citizenship status, first language, date of entry into Canada, school registrations, course results, diplomas and awards. **Uses:** Determine eligibility for diplomas, college and university entrance; statistical data. **Users:** Staff of Centre for Teacher Education, Policy Analysis and Research branches, Ontario Universities' Application Centre and Ministry of Colleges and Universities. **Individuals in Bank:** Secondary school students. **Retention and Disposal:** 60 years, then transferred to archives.

Supervisory Officers' Oral and Written Examinations

Location: Centre for Teacher Education. **Legal Authority:** Education Act, R.S.O. 1980, c.129; R.R.O. 1980, Reg. 276. **Information Maintained:** Name, telephone number, Social Insurance Number, employment history, education. **Uses:** Determine eligibility of candidates. **Users:** Staff of Centre for Teacher Education. **Individuals In Bank:** Candidates for supervisory officers' examinations. **Retention and Disposal:** Ten years, then transferred to archives.

Teacher Information

Location: Centre for Teacher Education. **Legal Authority:** Education Act, R.S.O. 1980, c.129; Ontario Teacher's Qualifications, R.R.O. 1980, Reg. 269. **Information Maintained:** Name, address, telephone number, sex, age, Social Insurance Number, employment history, education, medical information, views/opinions, correspondence. **Uses:** Determine eligibility for certification, equivalent standing; update qualifications, issue teaching documents; statistical data. **Users:** Staff of Centre for Teacher Education, school boards, Policy Analysis and Research Branch. **Individuals in Bank:** Certified teachers, applicants for Ontario teacher certification. **Retention and Disposal:** Varies - Ten years or to age 80 or upon death of applicant, then destroyed; select files to archives.

Training Schools

Location: Various schools. **Legal Authority:** Child and Family Services Act, S.O. 1984, c.55, s.4 and s.6. **Information Maintained:** Name, address, telephone number, sex, age, education, medical information, correspondence, opinions, identifying number, criminal record. **Uses:** Establish student's program. **Users:** School officials. **Individuals in Bank:** Training school students. **Retention and Disposal:** 55 years, then transferred to archives.

Learning Services Division

The Learning Services Division comprises two branches, and six regional offices. Responsible for the delivery and supervision of programs and ministry policies to school boards reporting to the public on the progress and standards achieved in Ontario schools and for fair distribution of operating and capital funds to school boards and providing basic employment preparation and access programs for youth.

General Classes or Types of Records

Contain information on the measurement of student achievement, the operation of private schools, the design and construction of public and separate schools, funding policy and the development and administration of the youth employment program.

Agreements for Care and Treatment of Special Needs Children

Architectural Services
Assessment Data (municipal assessment data for school board grants calculations)
Communications Plans
Cooperative Review
Delivery Organization Files
Educational Computing Network for Ontario (ECNO)
Education Funding Policy
Enrolment Data
French as a First and Second Language
General Program Operations
Issue Sheets
Letters of Agreement
Native Education
Principals' Courses - Policies and Procedures
Private Schools
Private Schools Inspection Report
Program History/Legislation/Reviews
Provincial Assessment of Various Educational Areas
Provincial Youth Employment Program
Pupil Enrolment Data
Pupil Transportation Data
Regional Administration
Research, Reports and Statistical Information
School Attendance
School Boards (estimates, revised estimates and financial statements)
Youth Programs Conference Reports
Youth Trusts (by community)

Manuals

Issued to provide procedures related to divisional functions.

Administrative Guide for Ministry Supervisory Officers (Northwestern Region)
Capital Grant Plan
Cooperative Evaluation and Development of School Systems (CEDSS)
Curriculum Manual for Northern Regional Office
Elementary Summer School Programs (Eastern Region)
FUTURES Guidelines
Non-Guideline Course Approval (Western Region)
Orientation Manuals (Eastern and Midnorthern regions)
Principals' Courses - Policies and Procedures
Private Schools Inspection Manual (Eastern and Western regions)
Regional Seminar Leader Responsibilities (Eastern Region)
School Business Memoranda
Task Descriptions for Northwestern Regional Office
Uniform Code of Accounts for Ontario School Boards

Personal Information Banks

Contain information relating to general legislative grants, policies on education and private schools.

Attendance Cases

Location: Program Implementation and Review Branch and regional offices. **Legal Authority:** Education Act, R.S.O. 1980, c.129, s.23(2). **Information Maintained:** Name, address, sex, age, attendance records, report of visitations, referral to other agencies, transcripts of legal inquiries, court judgement, medical certificates, personal letters and associated correspondence. **Uses:** Adjudicate attendance cases to ensure the attendance of school-age children in an educational program. **Users:** Provincial School Attendance Counsellors, school board attendance counsellors, social workers. **Individuals in Bank:** Children, young persons who are chronic non-attenders, parents, employers. **Retention and Disposal:** Retained until case completed plus ten years in Records Centre, then transferred to archives.

Home Schooling Reports

Location: Regional offices. **Legal Authority:** Education Act, R.S.O. 1980, c.129, s.20(2) and s.24 to s.30. **Information Maintained:** Name, address, telephone number, qualifications, employment history, education, associate teacher number, references, students' and education officers' opinions of teachers. **Uses:** Ensure that students not registered with board or private schools are being educated. **Users:** Staff of regional offices, Supervisory Services Unit, Program Implementation and Review Branch, boards of education, Legislation Branch, parents and students. **Individuals in Bank:** Students. **Retention and Disposal:** Five years, then destroyed.

Letters of Permission

Location: Regional offices. **Legal Authority:** Education Act, R.S.O. 1980, c.129, s.8(1); R.R.O. 1980, Reg. 269, s.49 (a), (b), (c) and (d). **Information Maintained:** Individual's/school board name, Social Insurance Number, teaching area to be assigned, name of school, effective dates, date of approval. **Uses:** Permit school boards to use an uncertified person in a teaching capacity. **Users:** Staff of regional offices and school board officials. **Individuals in Bank:** Teachers. **Retention and Disposal:** Three years, then destroyed.

Ontario Youth/Training Hotline

Location: Youth Employment Branch. **Legal Authority:** Education Act, R.S.O. 1980, c.129, s.8(1); Orders in Council 701/85 and 916/85. **Information Maintained:** Name, address, telephone number, sex, age, education level, language spoken, employment history, size and type of employer, number of vacancies. **Uses:** Decide program eligibility; refer caller to delivery agencies; assist in solving problems; provide statistical information on program effectiveness. **Users:** Hotline staff. Statistics only to administrative branch and program specialists. **Individuals in Bank:** Youth, unemployed persons under the age of twenty-five, employers, journeymen, general trainees, apprentices and non-profit organizations seeking employment information on a wage-subsidy program. **Retention and Disposal:** From three to four years, then destroyed or transferred to archives.

Personalized Special Instructional Equipment

Location: Regional offices. **Legal Authority:** Education Act, R.S.O. 1980, c.129, s.10(3); O. Reg. 98/88, s.1. **Information Maintained:** Student's/school board name, date of application, date of birth, type of equipment requested, cost, board's opinions, ministry's determination of approval/denial. **Uses:** Provide specialized equipment for classroom use. **Users:** Staff of regional offices and school board officials. **Individuals in Bank:** Students. **Retention and Disposal:** Seven years, then destroyed.

Private Schools (inspected, non-inspected, closed)

Location: Regional offices. **Legal Authority:** Education Act, R.S.O. 1980, c.129, s.15(1-9); R.R.O. 1980, Reg. 271, s.1 to s.36. **Information Maintained:** Private school inspection reports, records of private school visits, teachers' evaluation reports, organization charts, enrolment data, students' names and numbers, notice of intent to operate, students' grades, teachers' qualifications, correspondence, teachers' timetables. **Uses:** Assist the regional office in the evaluation and inspection of private schools; maintain data concerning the closure of private schools; grant or withhold schools' authority to issue diplomas. **Users:** Staff of regional offices, Supervisory Services Unit, Centre for Teacher Education, Minister's Office, Centre for Adult and Secondary Education, and Legislation Branch. **Individuals in Bank:** Teachers and administrators. **Retention and Disposal:** Five years, then destroyed.

Private Schools (new)

Location: Program Implementation and Review Branch and regional offices. **Legal Authority:** Education Act, R.S.O. 1980, c.129; R.R.O. 1980, Reg. 271, s.24. **Information Maintained:** Copies of notices of intention to operate a private school, inspection reports, list of private schools and policies documentation. **Uses:** Record the provision of inspection services and the interpretation of Ontario education standards and policies with respect to private schools. **Users:** Educational institutions, regional office and branch staff. **Individuals in Bank:** Teachers, students, parents. **Retention and Disposal:** Ten years, then transferred to archives.

Program in Lieu of a Provincial Services

Location: Regional offices. **Legal Authority:** Education Act, R.S.O. 1980, c.129, s.12; O. Reg. 98/88, s.15. **Information Maintained:** Name, sex, age, eligibility of pupils, program description, qualification of teachers, IPRC determination. **Uses:** Determine approval for funding. **Users:** Education officers, staff of Special Education and Provincial Schools Branch. **Individuals in Bank:** Students. **Retention and Disposal:** Two years, then destroyed.

School Attendance Cases

Location: Regional offices. **Legal Authority:** Education Act, R.S.O. 1980, c.129, s.20 and s.24 to s.30. **Information Maintained:** Name, date of birth, age, sex, name and age of siblings, parents' names, telephone number, address, medical information, psychological reports, transcripts of hearings, tribunals, I.Q. test results, copies of summons. **Uses:** Report on home instruction procedures implemented by parents to determine if student is receiving adequate educational opportunities; attendance investigations. **Users:** Staff of regional offices, Program Implementation and Review Branch, boards of education, Legislation Branch and Minister's Office, parents and students. **Individuals in Bank:** Students. **Retention and Disposal:** Four years, then destroyed.

Temporary Letter of Approval

Location: Regional offices. **Legal Authority:** Education Act, R.S.O. 1980, c.129, s.8(1)K; R.R.O. 1980, Reg. 269, s.50(a) and (b). **Information Maintained:** Teacher's/school board name, date of birth, Social Insurance Number, positions, date of application. **Uses:** Permission to use a certified teacher in a specified area where additional credentials are not held. **Users:** Staff of regional offices, school and ministry officials. **Individuals in Bank:** Teachers. **Retention and Disposal:** Three years, then destroyed.

Affiliated Agencies

Advisory Council on Special Education

The Advisory Council on Special Education helps ensure that the ministry's work in special education is tailored to specific needs of that field. The council represents the Ontario Association for Community Living, the Learning Disabilities Association of Ontario, the Ontario Association for Bright Children, the Easter Seal Society, the Council for Exceptional Children, the Ontario Council of Administrators of Special Education, the Ontario Advisory Council for Disabled Persons, the Ontario Psychological Association, the Ontario Association of Professional Social Workers, the Ontario Catholic Supervisory Officers' Association, the Ontario Association of Education Administrative Officials, the Ontario School Trustees' Council, the Association des surintendants franco-ontariens, the Ontario Teachers' Federation, and the Ontario Medical Association.

General Classes or Types of Records

Contain annual reports to the minister on policy matters related to special education.

Personal Information Banks

None

Council For Franco-Ontarian Education

The Council for Franco-Ontarian Education is an advisory body to the ministers of Education and Colleges and Universities. It advises the ministers on all matters concerning French language education at the elementary, secondary and post-secondary levels.

General Classes or Types of Records

Contain correspondence and materials from boards and other jurisdictions.

Personal Information Banks

None

Education Relations Commission

The Education Relations Commission, established in 1975, administers the collective bargaining process between teachers and school boards, furthering harmonious relations; monitors and assists in negotiations; supervises voting by teachers; and advises the Lieutenant Governor in Council when a strike or lockout jeopardizes students' education.

General Classes or Types of Records

Contain agreements between teachers and school boards, records of negotiations, strikes and general relations between teachers and school boards.

Manuals

Issued to teachers, school boards, negotiators, and arbitrators to provide procedures to be used in all work-related situations.

Policies, Procedures and Forms

Personal Information Banks

None

Languages of Instruction Commission of Ontario

The Languages of Instruction Commission mediates disputes between school boards sections, school boards and language advisory committees over the provision of education programs to official language (French or English) minority groups.

General Classes or Types of Records

Contain the case records of affected school boards.

Personal Information Banks

None

Ontario Special Education Tribunals

The tribunals provide a final avenue of appeal for parents who disagree with recommendations of the Identification, Placement and Review Committee (IPRC), for either the identification of a pupil as an exceptional pupil or the placement of an exceptional pupil in a special education setting.

General Classes or Types of Records

Contain written determinations of the tribunal.

Personal Information Banks

None

Planning and Implementation Commission

The Planning and Implementation Commission advises the minister on the implementation of government policy related to a publicly funded Roman Catholic Separate School system.

General Classes or Types of Records

Contain background materials and public submissions related to recommendations and plans.

Personal Information Banks

None

Provincial Schools Authority

Established under the Provincial Schools Negotiations Act, 1975, the Provincial Schools Authority, acting as a school board, employs teachers in education programs operated by the ministries of Correctional Services, Education and Health. It negotiates the terms of and administers the collective agreement governing the employment of these teachers.

General Classes or Types of Records

None

Personal Information Banks

Contain information relating to teachers' grievance, divestment and request for leaves of absence correspondence, medical records and letters of surplus staff.

Provincial Schools Authority

Location: Human Resources Branch. **Legal Authority:** Provincial Schools Negotiations Act, R.S.O. 1980, c.403, s.4(1). **Information Maintained:** Letters of surplus staff, divestments to school boards correspondence, requests for educational leaves of absence, submissions, legal documentation concerning an employee grievance. **Uses:** Coordinate the authority's position in response to grievances. **Users:** Legal counsel for the authority, members of the authority. **Individuals in Bank:** Members of the Federation of Provincial Schools Authority Teachers. **Retention and Disposal:** 20 years, then destroyed.

The Teacher Education Council, Ontario

The council advises the ministers of Education and Colleges and Universities on all aspects of teacher education.

General Classes or Types of Records

Contain general information and administrative records.

Personal Information Banks

None

Access

Freedom of Information and Privacy Coordinator
Ministry of Education
12th Floor, Mowat Block
900 Bay Street
Toronto, Ontario
M7A 1L2
Telephone: (416) 963-2163

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A public reading room for the review of manuals and other information is open during regular office hours on the thirteenth floor of the Mowat Block, 900 Bay Street, Toronto.

Ministry of Energy

Head

Minister of Energy
12th Floor, 56 Wellesley Street West
Toronto, Ontario
M7A 2B7
Telephone: (416) 965-4286

Mandate

The Ministry of Energy ensures that Ontario has an adequate and secure supply of energy that meets the needs of Ontario residents and industry at reasonable prices in a manner consistent with the protection of the environment. To fulfill this responsibility, the ministry works with other ministries, agencies of the government and with the energy sector.

Organization

The ministry is organized into two divisions: Policy Development and Coordination and Programs and Technology, respectively headed by an assistant deputy minister. In addition, each of the three branches, Legal Services, Corporate Relations and Finance and Administration, reports to the deputy minister.

Divisions

Legal Services Branch

Counsels the ministry on legal matters, including the interpretation of statutes and regulations and the preparation and review of proposed legislation, regulations and other legal documents. Also represents the ministry before tribunals and provides other general legal services.

General Classes or Types of Records

Contain legal records as described in Chapter II of this directory, with the following addition.

National Energy Board Hearings

Personal Information Banks

None

Corporate Relations

Provides communications services for the ministry.

General Classes or Types of Records

Contain general administration and operations records as described in Chapter II of this directory in addition to the following.

Conferences
French-Language Services
Media Relations
Public Relations
Seminars and Workshops
Trade shows and Special Events

Personal Information Banks

None

Finance and Administration

The branch provides services to support effective management of the ministry's resources and comprises Financial Services, Audit and Evaluation, Contract Administration, Information Systems and Resources, and Staff Services. Personnel services are provided by the Ministry of Treasury and Economics.

General Classes or Types of Records

Contain general administration and operations records as described in Chapter II of this directory.

Manuals

Used by Staff Services staff in delivering administrative support services.

Staff Services Procedures

Personal Information Banks

Contain the following common personal information banks as described in Chapter II of this directory.

Career Planning/Training
Central Attendance Recording System (CARS)
Employment Application Inventory
Employment Equity Program
General Employment History and Payroll Information
Grievances and Applications
Identity/Employee Card
Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)
Job Competitions
Library Users Lists
Medical Information (Personnel)
Ombudsman/Human Rights Commission
Performance Management
Travel/Expense Accounts
Workers' Compensation

Policy Development and Coordination Division

The Policy Development and Coordination Division monitors energy developments, identifies emerging issues and proposes strategies and policies that will ensure adequate access to affordable energy supplies for Ontario. It conducts and coordinates research and analysis, develops policies on environmental impacts of energy, prudence in the sue of energy, energy supply and demand, and pricing for all forms of energy.

The division advises the minister and deputy minister on long- term corporate policy objectives and initiatives. It also collects and analyzes information on the local, provincial, national and international energy scene and provides energy sector advice to the Ontario government. The division consists of the following sections: Policy Coordination; Oil and Gas; Electricity; Economics and Forecasts; and Energy Management.

General Classes or Types of Records

Contain information and data relating to energy policy development.

Companies and Utilities (operations, financing, rates)
Conservation and Efficiency Policy
Consumer Service
Corporate Issues
Crude Oil
Development of Alternative Fuels
Electricity Policy
Energy and Economic Analyses and Forecasts
Energy and Environment
Energy Conservation Policy
Energy Contingency Planning
Energy Industry Policy
Energy Policy
Energy Supply, Demand and Pricing Analyses (by energy type - electricity, natural gas, oil products, coal, etc.; by sector - residential, commercial, industrial, transportation)
Energy Taxes
Energy Technology Policy
Energy Utilization
Environmental Issues (acid rain, greenhouse gases, nuclear health and safety, nuclear waste policy)
Federal-Provincial Liaison
Forecasting (energy demand, prices, economics)
Hydroelectric Development
Native Affairs
Natural Gas
Nuclear Stations (operations, planning, safety)
Petrochemicals
Petroleum Refining Industry
Planning (including generating plants, transmission lines)
Regional Analysis (including remote/northern)
Regulatory Affairs
Resources Development Policy
Transportation of Energy (pipelines, electricity)

Personal Information Banks

None

Programs and Technology Division

Develops programs and activities to encourage the development and use of energy efficiency, demand management and alternative energy options. The division maintains expertise and awareness in energy technologies, equipment, processes and services, and provides assistance to government, municipalities, industry, and the public. Management of programs, provision of information and advice and administration of the Energy Efficiency Act and its regulations are the responsibility of operational sections: Industry Programs; Research and Development; and Energy Efficiency Programs.

General Classes or Types of Records

Contain information and data on energy-efficient commercial/institutional, industrial, and transportation equipment, processes, and management.

Advanced Energy Systems
Alternative and Renewable Energy Technology
Biotechnology
Building Systems
Cogeneration (steam and electricity)
Consumer/Residential Programs
Electric Vehicles
Electrotechnology
Energy Codes and Standards
Energy Conservation and Management
Energy Education
Energy Equipment and Processes
Energy From Waste
Energy Technology Development and Transfer
Energy Use
Fuel Conversions
Fuels and Fuels Research
Heating Systems
Industrial Energy Technology
Parallel Generation
Public Institution Programs
Small Hydro
Transportation Energy Technology
Transportation Fuels

Personal Information Banks

None

Affiliated Agencies

Board of Valuation

In cases of dispute, the Board of Valuation determines compensation for damage to private property caused by Ontario Hydro.

General Classes or Types of Records

Contain claim files.

Personal Information Banks

None

Ontario Energy Board

The Ontario Energy Board has jurisdiction over energy-related matters including: regulation of natural gas rates; municipal franchise approvals; hydrocarbon pipeline construction and related environmental concerns; expropriation for utility access; and control of utility accounting procedures.

General Classes or Types of Records

Contain applications, hearings, and decisions of the board, with supporting documentation.

Energy Board Decisions
Energy Board Orders
Energy Board Rate Orders
Energy Board Reports
Facilities Orders
Transmission Pipeline Orders
Uniform Accounting Orders

Personal Information Banks

None

Access

Freedom of Information and Privacy Coordinator
Ministry of Energy
10th Floor, 56 Wellesley Street West
Toronto, Ontario
M7A 2B7
Telephone: (416) 965-6575

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A public reading room for review of manuals and other information is open during regular office hours in the Information Resource Centre on the tenth floor at 56 Wellesley Street West, Toronto.

Ministry of the Environment

Head

Minister of the Environment
15th Floor, 135 St. Clair Avenue West
Toronto, Ontario
M4V 1P5
Telephone: (416) 323-4360

Mandate

The ministry is responsible for achieving and maintaining a quality of the environment, including air, water and land, that will protect human health and the ecosystem and will contribute to the well-being of the people of Ontario.

Organization

The ministry's head office is in Toronto. The ministry is organized into five divisions, 18 branches and six regions. Programs are administered and services provided to the public by head office and 26 field offices.

Divisions

Office of the Deputy Minister

Responsible for the overall management of the ministry, internal planning and resource allocation. Reporting to the office are the ministry's five divisions: Corporate Resources; Environmental Services; Intergovernmental Relations and Strategic Projects; Operations; Approvals and Engineering; and the Communications and Legal Services branches.

General Classes or Types of Records

Contain information relating to overall management and planning.

Associations
Committees
Councils and Boards
Environmental Monitoring and Surveillance

Personal Information Banks

None

Communications Branch

This branch provides information on the ministry's policies and programs to the public, interest groups and the media. It establishes communications policy for the ministry and advises branches and regions on communications programs.

General Classes or Types of Records

Contain information on the planning, development and production of all print and audio-visual materials prepared to provide the media, general public and ministry interest groups with information on the policies, programs and activities of the ministry.

Personal Information Banks

None

Legal Services Branch

Prepares legislation, regulations, Orders in Council and briefs for tribunal work and prosecutions; represents the ministry before courts and boards; provides advice on legal interpretations of statutes affecting ministry operations; and advises on or drafts ministry contracts and agreements.

General Classes or Types of Records

Contain information relating to legislation and legislative acts relevant to the ministry as well as advice provided to program and support branches.

Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

Litigation Files

Also contain correspondence, investigations, names of offenders violating environmental legislation, and procedures. Used for general administrative and enforcement purposes.

Agreement Files

Location: Legal Services Branch. **Legal Authority:** Ministry of the Environment Act, R.S.O. 1980, c.278, s.4. **Information Maintained:** Name, address, agreements, legal opinions, procedures, related correspondence. **Uses:** Develop ministry agreements for financial and/or administrative services. **Users:** Branch solicitors and appropriate ministry staff. **Individuals in Bank:** Individuals who are party to agreements with the ministry. **Retention and Disposal:** 22 years, then destroyed.

Claims Against the Crown Files

Location: Legal Services Branch. **Legal Authority:** Ministry of the Environment Act, R.S.O. 1980, c.278, s.4. **Information Maintained:** Name, address, telephone number, transcripts, judgements, related correspondence. **Uses:** Resolve land claims; record action against the ministry. **Users:** Branch solicitors and appropriate ministry staff. **Individuals in Bank:** Individuals or claimants initiating a suit. **Retention and Disposal:** 24 years, then transferred to archives.

Claims Files

Location: Legal Services Branch. **Legal Authority:** Ministry of the Environment Act, R.S.O. 1980, c.278, s.4. **Information Maintained:** Name, address, reports, claims, minutes of meetings, legal opinions, settlements, arbitrations, related correspondence. **Uses:** Record information and events in respect of legal handling of claims. **Users:** Branch solicitors and appropriate ministry staff. **Individuals in Bank:** Individuals making claims. **Retention and Disposal:** 20 years, then transferred to archives.

Hearings Files

Location: Legal Services Branch. **Legal Authority:** Ministry of the Environment Act, R.S.O. 1980, c.278, s.4. **Information Maintained:** Name, address, notices, transcripts, legal opinions, judgments, related correspondence. **Uses:** Investigate, develop and conduct ministry hearings. **Users:** Branch solicitors and appropriate ministry staff. **Individuals in Bank:**

Individuals who have been principal party before the board. **Retention and Disposal:** 24 years, then transferred to archives.

Orders Files

Location: Legal Services Branch. **Legal Authority:** Environmental Protection Act, R.S.O. 1980, c.141, s.18(2). **Information Maintained:** Name, address, telephone number, recommendations to issue orders and supporting documents (violation notices and inspection reports), copy of orders, inspection reports, legal opinions, related correspondence. **Uses:** Investigate, develop and conduct ministry issuance of orders. **Users:** Branch solicitors and appropriate ministry staff. **Individuals in Bank:** Individuals to whom orders have been issued. **Retention and Disposal:** 24 years, then transferred to archives.

Prosecution Files

Location: Legal Services Branch. **Legal Authority:** Ministry of the Environment Act, R.S.O. 1980, c.260, s.4. **Information Maintained:** Defendant's name, address, telephone number. **Uses:** Investigate, develop and conduct ministry prosecutions. **Users:** Branch solicitors and appropriate ministry staff. **Individuals in Bank:** Individuals being prosecuted for offences under ministry legislation. **Retention and Disposal:** 25 years, then transferred to archives.

Prosecutions Summaries

Location: Legal Services Branch. **Legal Authority:** Ministry of the Environment Act, R.S.O. 1980, c.278, s.4. **Information Maintained:** Defendant's name, address, court, offence, judge, defence counsel, appeal status, remarks. **Uses:** Record information and events regarding prosecutions by the ministry. **Users:** Branch solicitors and appropriate ministry staff. **Individuals in Bank:** Individuals being prosecuted. **Retention and Disposal:** 25 years, then transferred to archives.

Corporate Resources Division

This division identifies the ministry's broad program, research and resource needs; coordinates policy development and the effective management and utilization of the ministry's human and financial resources; provides financial, socio-economic and administrative support and systems development for ministry programs, and ensures compliance with Ontario's financial and administrative directives.

The division consists of seven branches: Policy and Planning; Research and Technology; Human Resources; Financial and Capital Management, which sets the water and sewage rates for the province; Systems Information and Technology; Administrative Services, which coordinates the Freedom of Information and Privacy Protection and the French Services programs; and Management Audit.

General Classes or Types of Records

Contain information and reports relating to ministry resources and activities as they apply to ministry programs, their conception, development and implementation.

Inventory of Research and Development Projects
Ministry of the Environment and Research Needs
Proceedings of Technology Transfer Conference

Manuals

Provide specific guidelines to staff with responsibility for research contracts. Policies and guidelines issued to ministry staff and agencies.

Administrative Policy Manual
Environmental Policies and Guidelines
Instructions to Research Liaison Officers
Management by Results in the Ministry of the Environment
Operational Planning Guidelines

Personal Information Banks

Contain information related to personnel matters and used for general administrative and accounting purposes. The following common personal information banks as described in Chapter II of this directory are maintained.

Career Planning/Training
Central Attendance Recording System (CARS)
Employment Application Inventory
Employment Equity Program
Freedom of Information and Protection of Privacy Act Requests
General Employment History and Payroll Information
Grievances and Applications
Identity/Employee Card
Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)
Job Competitions
Medical Information (Personnel)
Ombudsman/Human Rights Commission
Performance Management
Travel/Expense Accounts
Workers' Compensation

Insurance Files

Location: Administrative Services Branch. **Legal Authority:** Ministry of the Environment Act, R.S.O. 1980, c.278, s.4. **Information Maintained:** Name, address, incident and vehicle accident reports. **Uses:** Record incidents which may have caused damage to ministry property and report to Ministry of Government Services; record motor vehicle accidents involving employees using ministry or leased vehicles on government business and report to Ministry of Transportation. **Users:** Branch administrative staff and safety officers. **Individuals in Bank:** Individuals involved in incidents causing property damage and personal injury, or individuals involved in motor vehicle accidents using government or leased vehicles while on government business. **Retention and Disposal:** One to six years, then destroyed.

Environmental Services Division

This division provides scientific, technical and laboratory services to support ministry programs and is responsible for the development and delivery of programs concerning air and water quality and waste management intended to protect the ecosystem and human health. The division consists of four branches: Air Resources; Water Resources; Waste Management and Laboratory Services.

General Classes or Types of Records

Contain information and reports relating to scientific, technical and laboratory services in support of ministry programs.

- Air Monitoring
- Air Quality and Meteorology
- Contaminants
- Criteria and Regulations
- Environmental Assessments
- Great Lakes
- Industrial Discharge Report
- Laboratory Information/Computer System
- Liaison with Water Quality Agencies and Organizations
- Liquid Industrial, Solid, Biomedical, Hazardous Wastes
- Municipal Discharge Report
- Municipal Industrial Strategy for Abatement - Economic Implications of Monitoring Regulations
- Municipal Industrial Strategy for Abatement - Monitoring Regulations (for each of nine industrial sectors)
- Municipal Sewage, Sludge and Waste Management Systems
- Phytotoxicology
- Radioactivity
- Reduction, Reuse and Recycle
- Sport Fishing in Ontario
- Technology Assessment
- Vehicle Emissions
- Waste Management Waybills
- Waste Sites Identification
- Water Quality (well water, ground and surface water)

Manuals

Source Testing Codes
Phytotoxicology Field Investigation Manual

Personal Information Banks

Contain information related to environmental concerns and used for general administrative and accounting purposes.

Car Exhaust Emissions Records

Location: Air Resources Branch. **Legal Authority:** Environmental Protection Act, R.S.O. 1980, c.141, s.128(2). **Information Maintained:** Driver's name, licence number, vehicle year, model name and make, test number, date of inspection, location of inspection, analyser number. **Uses:** Monitor number of vehicles without emission controls; monitor carbon monoxide readings. **Users:** Ministry test centre inspectors. **Individuals in Bank:** Drivers and owners. **Retention and Disposal:** Five years, then destroyed.

External Request Phytotoxicology Files

Location: Air Resources Branch. **Legal Authority:** Environmental Protection Act, R.S.O. 1980, c.141, s.4. **Information Maintained:** Name, address of parties, nature of complaint, damages, alleged source, investigation report, supporting data, board hearings. **Uses:** Control pollution; document plant injury; compensate complainant for financial damages. **Users:** Phytotoxicology and regional abatement staff. **Individuals in Bank:** Complainants, offenders. **Retention and Disposal:** 40 years, then to archives.

Notice to Submit Motor Vehicle Form 1

Location: Air Resources Branch. **Legal Authority:** Environmental Protection Act, R.S.O. 1980, c.141, s.128(2); R.R.O. 1980, Reg. 381. **Information Maintained:** Name and address of person being served with notice, owner or driver of vehicle, driver's licence number, car make and year, Ontario registration plate number, date, time and location of inspection. **Uses:** Inform driver to submit vehicle for inspection at ministry test centre. **Users:** Ministry inspectors, Ontario Provincial Police, municipal police. **Individuals in Bank:** Owner, driver of vehicle served with notice. **Retention and Disposal:** Three years, then destroyed.

Vehicle Emissions - Prosecutions File

Location: Air Resources Branch. **Legal Authority:** Ministry of the Environment Act, R.S.O. 1980, c.278, s.4. **Information Maintained:** Defendant's name, address, prosecution date, inspector's name, date of offence, court date, charge, date charge laid, court location, plea, result, amount of fine. **Uses:** Record violations of removal of air pollution control devices and of visible emissions. **Users:** Ministry test centre staff. **Individuals in Bank:** Defendants. **Retention and Disposal:** Nine years, then destroyed.

Vehicle Emissions Test Centre - General Files

Location: Air Resources Branch. **Legal Authority:** Environmental Protection Act, R.S.O. 1980, c.141, s.22. **Information Maintained:** Complainant's name, address, home and business telephone number, nature of complaint, date and time, violator's name, address, home and business telephone number, description of emissions, vehicle licence number, serial number, make, model, year, inspector's name. **Uses:** Maintain record of all vehicle emission complaints and follow-up. **Users:** Ministry test centre inspectors. **Individuals in Bank:** Complainants and defendants. **Retention and Disposal:** One year, then destroyed.

Well Contractor and Well Technician Licensees

Location: Water Resources Branch. **Legal Authority:** Ontario Water Resources Act, R.S.O. 1980, c.361, s.22; O. Reg. 612/84. **Information Maintained:** Name, address, applicant's or licensee's qualifications to conduct business in well construction. **Uses:** Monitor and control the issuance and renewal of well contractor and well technician licences in accordance with legislation. **Users:** Senior water-well inspector, regional water-well inspectors. **Individuals in Bank:** Applicants, successful licensees. **Retention and Disposal:** Expiry of licence, then destroyed.

Intergovernmental Relations and Strategic Projects Division

The division coordinates ministry participation in intergovernmental programs and develops and implements related strategic projects including acid precipitation, surveillance and abatement projects affecting the Great Lakes and the Niagara, Detroit, St. Clair and St. Marys rivers systems, and the development of environmental standards for hazardous contaminants. The division consists of the Associate Deputy Minister's Office, Hazardous Contaminants Coordination Branch, the Acid Precipitation Office, Intergovernmental Relations, and Strategic Projects Office.

General Classes or Types of Records

Contain information relating to intergovernmental programs and strategic projects.

Acid Precipitation in Ontario Study
Acid Rain
Canada-Ontario Agreement
Chemicals
Contaminants
Detroit, St. Clair and St. Marys Rivers
Energy
Great Lakes
International Joint Commission
Liaison with Federal and U.S. Governments, Other Agencies and Organizations
Niagara River
Pesticide Permits
Termite Control
Waste and Water Quality Data

Personal Information Banks

Contain information related to individuals involved in pest-control operations and used for issuing licences and permits.

Pesticides Control Program Permit Files

Location: Hazardous Contaminants Coordination Branch. **Legal Authority:** Pesticides Act, R.S.O. 1980, c.376, s.5; R.R.O. 1980, Reg. 751, s.5. **Information Maintained:** Names of pesticide users, location of use, type and amount of pesticide product, date of proposed extermination, name and licence numbers of exterminators involved, permit numbers, dates of issue, names of owners and/or responsible persons. **Uses:** Regulate sale and use of restricted pest-control products. **Users:** Appropriate ministry regional and head office staff. **Individuals in Bank:** Permit holders performing exterminations with restricted pest control products. **Retention and Disposal:** Four years, then destroyed.

Operations Division

The division is the "front line" of the ministry, working with the public and polluters. It consists of six regional and 26 district offices located throughout Ontario and the Investigations and Enforcement Branch. The division is responsible for carrying out ministry programs directed at pollution prevention, the abatement of environmental problems including spill response, and the prosecution of polluters through **enforcement** of the legislation and regulations.

General Classes or Types of Records

Contain information relating to operational and enforcement activities of the ministry.

Abatement Programs (including site remedial action plans, orders, site decommissioning plans and contingency plans)
Aerial Photography
Applications for Certificates of Approval (industrial and municipal)
Complaint Investigations
Compliance with Conditions of Approval
Cost Data Base for Water and Sewage Systems
Emergency Response
Environmental Monitoring Reports (water quality, air emissions, hydrogeological assessments)
Formal Comments on Environmental Approvals for Water and Sewage Plants (Part V)
Inspection Reports
Investigation and Enforcement Activity
Notices of Appeals and Decisions

Manuals

Issued as required by the operational units of the division to assist those interested in specific programs, projects and services provided by the ministry.

Inspection and Searches in the Environmental Context
Provincial Officers' Ticketing Procedures

Personal Information Banks

Contain information related to environmental services and used for general administration and enforcement.

Crown Brief Files

Location: Investigations and Enforcement Branch. **Legal Authority:** Ministry of the Environment Act, R.S.O. 1980, c.278, s.4. **Information Maintained:** Name, address, Crown briefs. **Uses:** Document legal action resulting from investigations. **Users:** Appropriate ministry staff. **Individuals in Bank:** Defendants, lawyers, investigators. **Retention and Disposal:** 15 years, then destroyed.

Occurrence Report Files

Location: Investigations and Enforcement Branch. **Legal Authority:** Ministry of the Environment Act, R.S.O. 1980, c.278, s.4. **Information Maintained:** Name, address, report. **Uses:** Document investigations of alleged infractions of environmental legislation. **Users:** Ministry investigative staff. **Individuals in Bank:** Individuals involved in alleged infractions. **Retention and Disposal:** 13 years, then destroyed.

Private Sewage Systems Files

Location: Regional offices. **Legal Authority:** Environmental Protection Act, R.S.O. 1980, c.141, s.65. **Information Maintained:** Name, address of applicants for certificates of approval to install private sewage systems, inspection reports, copy of certificates, record of complaints and investigations, related correspondence. **Uses:** Maintain records on approvals and problems related to private sewage systems. **Users:** Ministry abatement and utilities staff. **Individuals in Bank:** Individuals applying for private sewage systems; health units. **Retention and Disposal:** 55 years, then destroyed.

Approvals and Engineering Division

The division coordinates all approvals and engineering functions such as reviews; approves land use and environmental projects for industrial waste water and air emissions, water treatment, and sewage- and solid-waste disposal facilities; reviews applications for funding municipal and water sewage works; carries out the technical review of environmental assessments of proposed undertakings; develops policies and guidelines related to land use plan review; administers the pesticide licensing program, as well as noise assessment and systems support; is responsible for project management and engineering; and the reporting, surveillance and clean-up of spills and other environmental emergencies. The division consists of three branches: Approvals; Environmental Assessment; Project Engineering; and the Spills Action Centre.

General Classes or Types of Records

Contain information relating to operational and enforcement activities of the ministry.

Applications for Grants
Approval or Disapproval of Grants
Certificate of Approval and Supporting Documentation
Consulting and Value Engineering
Contingency Planning
Contract Documents (re water and sewage works)
Cost Database for Water and Sewage Systems
Emergency Response
Engineering Agreements, Fees, Hourly Rates
Environmental Assessment Reviews
Environmental Security Account
Financial Statements re Tenders
Formal Comments on Environmental Approvals for Water and Sewage Plants (Part V)
Land Use Planning Reviews
Liaison with Municipal, Provincial, Federal and U.S. Agencies
Licences for Haulers and Installers of Septic Tanks
Licences for Pesticide Vendors, Operators
Noise Studies and Reports
Sewage and Water Systems Projects
Waste Sites and Systems Approvals

Manuals

Issued as required by the operational units of the division to assist those interested in specific programs, projects and services provided by the ministry.

Acoustical Technology Training Courses
Approval of Noise Sources
Contingency Planning
"EA" Reviewers' Manual - Procedures for Ministry of the Environment Staff
Guidelines for Design of Water- and Sewage-Treatment Works and Systems
Guidelines for Private Sewage-Disposal Systems
Municipal and Private Guidelines and Procedures (water supply and sewage infrastructure)
Municipal Environmental Planning Series (Environment Ontario and Municipal Planning, Air Pollution Considerations for Municipal Planning, Individual Sewage Systems and Municipal Planning, Individual Water Systems and Municipal Planning)
Nanticoke Industrial Influence Area
Noise Predication from Road Traffic, Rail Traffic, Aircraft, A Protocol for Dealing with Noise Concerns During the Preparation, Review and Evaluation of Provincial Highways Environmental Assessments

Personal Information Banks

Contain information related to environmental services and used for general administration and enforcement.

Exterminator Licensing Files

Location: Approvals Branch. **Legal Authority:** Pesticides Act, R.S.O. 1980, c.376, s.5; R.R.O. 1980, Reg. 751, s.5. **Information Maintained:** Name, address, telephone number, corporation names, licence numbers and classifications, fitness certification, character references. **Uses:** Regulate the licensing program. **Users:** Ministry head office and regional pesticides staff. **Individuals in Bank:** Exterminators engaged in the application of land, structural or water pest-control operations. **Retention and Disposal:** Four years, then destroyed.

Spills Action Centre Occurrence Reports

Location: Spills Action Centre. **Legal Authority:** Environmental Protection Act, R.S.O. 1980, c.141, s.80. **Information Maintained:** Name, address, occurrence reports of pollution complaints, spills, summaries of occurrences, field inspectors' spill reports, voice recording tapes, industries involved in major spills. **Uses:** Abatement and enforcement activities. **Users:** Spills Action Centre staff, appropriate ministry staff. **Individuals in Bank:** Private citizens. **Retention and Disposal:** 15 years, then transferred to archives.

Affiliated Agencies

Advisory Committee on Environmental Standards

This committee will provide the Minister of the Environment with recommendations on standards for environmental contaminants following consideration of public input received and pertinent scientific, legal, economic and socio-cultural issues.

General Classes or Types of Records

Contain information on the general administration, operations and recommendations of the committee.

Personal Information Banks

None

Board of Negotiation

As the final authority within the ministry, the board may influence claims settlements in cases where economic loss has occurred as a result of damage to vegetation or livestock from contaminants discharged into the environment. The board is empowered to negotiate settlements between parties in such cases. It is administered by the Environmental Assessment Board.

General Classes or Types of Records

Contain information on hearing records and reports prepared by the ministry as a result of its field examination and laboratory analysis, a board report and related correspondence.

Personal Information Banks

None

Environmental Appeal Board

This board hears appeals of persons affected by decisions or orders of local health authorities or of the Ministry of the Environment, related to private sewage disposal, water and sewage, waste disposal, air and noise pollution and pesticides.

General Classes or Types of Records

Contain information on the general administration and operations of the board.

Personal Information Banks

None

Environmental Assessment Advisory Committee

The committee provides advice on matters relating to environmental assessment, including whether or not specified undertakings should be subject to the Environmental Assessment Act.

General Classes or Types of Records

Contain information on the general administration and operations of the committee.

Personal Information Banks

None

Environmental Assessment Board

This board holds public hearings on whether or not approval should be given for major development proposals under the Environmental Assessment Act, the Environmental Protection Act, and the Ontario Water Resources Act.

General Classes or Types of Records

Contain information on the general administration and operations of the board. Separate files are maintained for each application and for intervenor funding hearings.

Personal Information Banks

None

Environmental Compensation Corporation

This corporation assesses applications and authorizes payments to those who have experienced losses resulting from spills. It is also authorized to recover, on behalf of the beneficiary of compensation, the amount of the payment.

General Classes or Types of Records

Contain information on the general administration and operations of the corporation as well as spills incidents.

Personal Information Banks

Contain information used for general administrative and accounting purposes.

Applications for Compensation

Location: Environmental Compensation Corporation. **Legal Authority:** Environmental Protection Act, R.S.O. 1980, c.141, s.91. **Information Maintained:** Name, address, medical information, employment information, correspondence with applicants, proofs of loss, insurance policies, accident reports, deliberations. **Uses:** Determine eligibility for compensation. **Users:** Board, legal counsel, potential subrogated defendants. **Individuals in Bank:** Individuals notifying the corporation of a loss alleged to have resulted from a spill. **Retention and Disposal:** 25 years, then transferred to archives.

Farm Pollution Advisory Committee

This committee advises the ministry on specific situations when animal waste may be disposed of in accordance with "normal farming practices" which are exempt from certain provisions of the Environmental Protection Act.

General Classes or Types of Records

Contain information on the general administration, operations and investigations of the committee.

Personal Information Banks

None

Hazardous Waste Listing Advisory Committee

This committee will solicit public response to interim recommendations of the ministry as to whether or not a waste substance should be listed as hazardous. It will receive correspondence commenting on these decisions at the request of the minister, advise the minister on the acceptability of interim listing or delisting decisions, and undertake any associated tasks and projects relating to the implementation of hazardous-waste regulations that the minister may request.

General Classes or Types of Records

None

Personal Information Banks

None

Joint Board - Office of Consolidated Hearings

This board, comprised of members drawn from both the Ontario Municipal Board and the Environmental Assessment Board, holds public hearings in connection with matters set out in the Consolidated Hearings Act. This statute applies to an undertaking where more than one hearing is or may be required.

General Classes or Types of Records

Contain information for each hearing, including notices to the Hearings Registrar, as well as the general administration and operations of the Joint Board.

Personal Information Banks

None

Municipal Industrial Strategy for Abatement Advisory Committee

This committee receives and reviews draft regulations aimed at reducing the flow of toxic chemicals into Ontario's waterways from ten sectoral technical committees. Working with these committees, it provides advice and makes recommendations to the minister.

General Classes or Types of Records

Contain information on the general administration and operations of the committee.

Personal Information Banks

None

Niagara Escarpment Commission

The commission maintains the lands of the Niagara escarpment and vicinity as a continuous natural environment. It ensures only development that is compatible with that environment. Head office is in Georgetown with two regional offices in Grimsby and Clarksburg.

General Classes or Types of Records

Contain information relating to land-use development in the Niagara Escarpment.

- Appeals on Development Permits
- Applications for Amendments to the Niagara Escarpment Plan
- Assessment Rolls
- Contraventions of Commission Decisions or use of Land Without a Permit
- Decisions of the Commission
- Development Permits - Applications for Various Types of Land Development
- Environmental Surveys and Studies
- Land Severances
- land-Use Recommendations and Policy
- Maps and Air Photos of Land Uses in the Niagara escarpment
- Task Force Reports

Personal Information Banks

None

Pesticides Advisory Committee

This committee advises the ministry on all matters related to the use of pesticides.

General Classes or Types of Records

Contain information on the general administration and operations of the committee.

- Chemicals
- Companies
- Liaison with Provincial, Federal, U.S. Governments, Other Agencies and Organizations
- Pesticides

Personal Information Banks

None

Recycling Advisory Committee

This committee advises the ministry on measures to promote the establishment of multi-material source-separation programs.

General Classes or Types of Records

Contain information on the general administration and operations of the committee.

Personal Information Banks

None

Public Records

Contain information relating to environmental protection, accessible upon application, and information relating to applications for various forms of land development within the development control area and to contraventions. Also contain public information on elected municipal officials and selected appointed officials.

Board of Negotiation

Purpose: Maintain a record of notices, ministry investigations and board reports. **Legal Authority:** Environmental Protection Act, R.S.O. 1980, c.141, s.134. **Information Maintained:** Name, address, notices of negotiation, correspondence and reports. **Retrievability:** Name and hearing number. **Retention and Disposal:** 25 years, then transferred to archives. **Access Procedures:** Board Secretary, Board of Negotiation, Suite 1201, P.O. Box 2382, 2300 Yonge Street, Toronto, Ontario, M4P 1E4, telephone: (416) 323-4806.

Contraventions

Purpose: Record details and history of contraventions of the Niagara Escarpment Plan; provide bases for further action against contravenor. **Legal Authority:** Niagara Escarpment Planning and Development Act, R.S.O. 1980, c.316, s.24. **Information Maintained:** Name, address, location, correspondence, reports. **Retrievability:** Name. **Retention and Disposal:** Retained indefinitely, then transferred to archives. **Access Procedures:** In person at the Georgetown Office, 232 Guelph Street, Georgetown, Ontario L7G 4B1, telephone: (416) 877-5191.

Development Permit Applications

Purpose: Provide data from which the commission can decide on land usage in the escarpment. **Legal Authority:** Niagara Escarpment Planning and Development Act, R.S.O. 1980, c.316, s.23(2)(b). **Information Maintained:** Name, address, location, ownership, construction details, site plan, list of owners within 400 feet, correspondence, appeals, final decisions. **Retrievability:** Application number cross-referenced to name. **Retention and Disposal:** Retained indefinitely, then transferred to archives. **Access Procedures:** In person at the Clarksburg Office, 11-13 March Street, P.O. Box 9, Clarksburg, Ontario, N0H 1J0, telephone: (519) 599-3340; Georgetown Office, 232 Guelph Street, Georgetown, Ontario L7G 4B1, telephone: (416) 877-5191; Grimsby Office, 166 Main Street West, Grimsby, Ontario, L3M 1S3, telephone: (416) 945-9235.

Directors File

Purpose: Maintain a record of persons designated as directors under acts administered by ministry. **Legal Authority:** Ministry of the Environment Act, R.S.O. 1980, c.278, s.4. **Information Maintained:** Name, address, telephone numbers. **Retrievability:** Name. **Retention and Disposal:** 42 years, then transferred to archives. **Access Procedures:**

Director, Legal Services Branch, 135 St. Clair Avenue West, Toronto, Ontario, M4V 1P5, telephone: (416) 323-4523.

Environmental Appeal Board Appeal Record

Purpose: Document hearing and appeal notices, and decisions of board. **Legal Authority:** Environmental Protection Act, R.S.O. 1980, c.141, s.122. **Information Maintained:** Names, addresses, notices of appeal, control orders, stop orders, notices of hearing, decisions of the board, related appeal documents and correspondence. **Retrievability:** Name, company, file number. **Retention and Disposal:** 25 years, then transferred to archives. **Access Procedures:** Chairman, Environmental Appeal Board, 112 St. Clair Avenue West, Toronto, Ontario, M4V 1P5, telephone: (416) 323-5235.

Environmental Appeal Board Hearings Record

Purpose: Document evidence given by witnesses at board hearings. **Legal Authority:** Environmental Protection Act, R.S.O. 1980, c.141, s.122. **Information Maintained:** Exhibits entered at hearings, transcripts of public hearings. **Retrievability:** Name, company, file number. **Retention and Disposal:** 25 years, then transferred to archives. **Access Procedures:** Chairman, Environmental Appeal Board, 112 St. Clair Avenue West, Toronto, Ontario, M4V 1P5, telephone: (416) 323-5235.

Environmental Assessment Board Hearings Record

Purpose: Document evidence given by witnesses at board hearings. **Legal Authority:** Environmental Assessment Act, R.S.O. 1980, c.140, s.31. **Information Maintained:** Name, occupation, address, applications, notices, exhibits entered, transcripts, board decisions and reports, related documents and correspondence. **Retrievability:** Name of proponent, hearing number. **Retention and Disposal:** 25 years, then transferred to archives. **Access Procedures:** Board Secretary, Environmental Assessment Board, Suite 1201, P.O. Box 2382, 2300 Yonge Street, Toronto, Ontario, M4P 1E4, telephone: (416) 323-4806.

Joint Board Hearings Record

Purpose: Document evidence given by witnesses. **Legal Authority:** Consolidated Hearings Act, S.O. 1981, c.20, s.5. **Information Maintained:** Name, address, notices to Hearings Registrar, exhibits entered, transcripts, board decisions, related correspondence. **Retrievability:** Name of proponent, hearing number. **Retention and Disposal:** 25 years, then transferred to archives. **Access Procedures:** Hearings Registrar, Office of Consolidated Hearings, Suite 1201, Box 2382, 2300 Yonge Street, Toronto, Ontario, M4P 1E4, telephone: (416) 323-4806.

Plans Amendment Applications

Purpose: Provide bases for commission's decisions, public hearings, minister's and Cabinet's decision on amendments to the Niagara Escarpment Plan. **Legal Authority:** Niagara Escarpment Planning and Development Act, R.S.O. 1980, c.316, s.12. **Information Maintained:** Name, address, property owner, location, proposed change to designation, final decision. **Retrievability:** Application number and name. **Retention and Disposal:** Retained indefinitely, then transferred to archives. **Access Procedures:** In person at the Georgetown Office, 232 Guelph Street, Georgetown, Ontario, L7G 4B1, telephone: (416) 877-5191.

Provincial Analysts File

Purpose: Maintain a record of persons designated as provincial analysts under acts administered by ministry. **Legal Authority:** Ministry of the Environment Act, R.S.O. 1980, c.278, s.4. **Information Maintained:** Name, address, telephone, occupation. **Retrievability:** Name and computer code. **Retention and Disposal:** 42 years, then transferred to archives. **Access Procedures:** Director, Legal Services Branch, 135 St. Clair Avenue West, Toronto, Ontario, M4V 1P5, telephone: (416) 323-4523.

Provincial Officers File

Purpose: Maintain a record of persons designated as provincial officers under acts administered by ministry. **Legal Authority:** Ministry of the Environment Act, R.S.O. 1980, c.278, s.4. **Information Maintained:** Name, address, telephone number, date of appointment. **Retrievability:** Name and computer code. **Retention and Disposal:** 42 years, then transferred to archives. **Access Procedures:** Director, Legal Services Branch, 135 St. Clair Avenue West, Toronto, Ontario, M4V 1P5, telephone: (416) 323- 4523.

Waste Management Systems - Haulers

Purpose: Maintain a record of private citizens, companies and corporations who apply for waste management systems approval. **Legal Authority:** Environmental Protection Act, R.S.O. 1980, c.141, s.40. **Information Maintained:** Name, address, applications for certificates of approval, recommendations by ministry regional staff pertaining to Certificates of Approval, renewals, copies of certificates. **Retrievability:** Name, certificate number. **Retention and Disposal:** Seven years, then destroyed. **Access Procedures:** Supervisor, Waste Sites and Systems Approvals Unit, Approvals Branch, 250 Davisville Avenue, Toronto, Ontario, M4S 1H2, telephone: (416) 440-3544. For regional offices, contact the Manager, Abatement. Refer to Government of Ontario Telephone Directory for addresses.

Access

Coordinator
Environment Ontario
Freedom of Information and Privacy Protection Office
8th Floor, 135 St. Clair Avenue West
Toronto, Ontario
M4V 1P5
Telephone: (416) 323-4464

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A public reading room for the review of manuals and other information is open during regular office hours on the main floor at 135 St. Clair Avenue West, Toronto.

In addition, public reading rooms are located at each regional office. Refer to Government of Ontario Telephone Directory for addresses.

Fanshawe College of Applied Arts and Technology

Head

Chair, Board of Governors
Fanshawe College of Applied Arts and Technology
1460 Oxford Street East
P.O. Box 4005
London, Ontario
N5W 5H1
Telephone: (519) 452-4458

Mandate

Fanshawe College provides students with quality learning experiences for career and personal development in a wide range of part-time and full-time vocational programs and courses as well as part-time avocational activities. Learning experiences are offered in the areas of post-secondary certificate and/or diploma programs, academic upgrading, adult retraining, continuing education and general interest.

Organization

Fanshawe College is a Crown corporation of the government of Ontario, governed by a Board of Governors and administered by a President as Chief Executive Officer. The college is organized into three divisions, Academic, Community and General Services with campuses in the counties of Elgin, Middlesex, Norfolk, and Oxford. Head office is located at 1460 Oxford Street East, London.

Divisions

Board of Governors

The Board of Governors establishes college goals, priorities, and policies and evaluates progress achieved on these activities and policy directions. The Board of Governors is comprised of seventeen members which includes the college's President as an ex officio member. Also included in this number are one member each of the three employee groups of the college and one member of the student body. The board is further supported by an Executive Secretary and a Treasurer.

General Classes or Types of Records

Contain information relating to the development of policy, the establishment of goals and objectives for the college and the general direction of college operations.

Bylaws
Minutes of Board and Standing Committees
Policies

Personal Information Banks

None

President's Office

The President is appointed by and responsible to the Board of Governors as the Chief Executive Officer with responsibility for the day-to-day operation of the college. The President's Office is comprised of the President, three Vic Presidents, and appropriate support staff.

General Classes or Types of Records

Contain information on the management of the college, the coordination of fundraising activities, the provision of information to the public on college affairs and staff development.

Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

Board of Governors Membership

Academic Services

This service area provides academic programs through the schools of Business and Applied Arts, Health Sciences and Human Services, and Technology.

General Classes or Types of Records

Contain operational records common to community colleges as described in Chapter II of this directory, relating to the development and delivery of academic programs.

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Day Care Registrants
Dental Clinic Patients

Community Services

This service area provides educational programs through the School of Continuing Education and through the area campuses, as well as education marketing and promotion services.

General Classes or Types of Records

Contain operational records common to community colleges relating to the development and delivery of academic programs in the continuing education field, as well as relating to government-sponsored programs for academic and skills upgrading, as described in Chapter II of this directory.

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Co-op, Work Term, Final Job Placements
FUTURES Program Applicants and Participants
Ontario Basic Skills Program Trainees
Ontario Training Incentive Program Trainees

General Services

This service area provides support services including finance, human resources, student admissions, educational resources, and plant and property matters.

General Classes or Types of Records

Contain operational records common to community colleges relating to the enrolment and registration of students, as well as general administrative records, as described in Chapter II of this directory. Also contain information on the college's student tutoring program and on employee skill levels.

Peer tutoring records
Skills inventory

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Employee Personnel, Payroll, and Benefits Records
Graduate and Alumni Records
Job Competitions and Applications
Library Users Lists
Ombudsman/Human Rights Commission
Ontario Student Assistance Program
Professional Development
Scholarships and Awards
Student Applications
Student Athletics and Fitness Programs
Student Counselling
Student Registration and Academic History
Teacher Workload Records (Standard Workload Form)
Vocational Testing and Counselling
Workers' Compensation

Access

Freedom of Information and Privacy Coordinator
Fanshawe College of Applied Arts and Technology
1460 Oxford Street East
P.O. Box 4005
London, Ontario
N5W 5H1
Telephone: (519) 452-4460

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A public reading room for the review of manuals and other information is open during regular office hours in the Main Library, Room F1003, at 1460 Oxford Street East, London.

Ministry of Financial Institutions

Head

Minister of Financial Institutions
8th Floor, 555 Yonge Street
Toronto, Ontario
M7A 2H6
Telephone: (416) 586-2020

Mandate

The mandate of the ministry is to safeguard the interests of the public in dealings with the financial service sector and create a business climate that will enhance Ontario's competitive position in domestic and international markets. The ministry is responsible for the regulation, supervision and policy direction of financial institutions operating in Ontario.

Organization

The ministry's head office is in Toronto. The ministry comprises the Deposit Institutions Division, the Insurance Division, the Ontario Securities Commission, the Pension Commission of Ontario and the Ontario Automobile Insurance Board. The Financial Disclosure Advisory Board and the Commodity Futures Advisory Board consult with and advise the Ontario Securities Commission.

Divisions

Office of the Deputy Minister

Provides staff support to the deputy minister.

General Classes or Types of Records

Contain information relating to policy development, research, correspondence, legislation, Orders in Council, Cabinet submissions and administration.

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

- Freedom of Information and Protection of Privacy Act Requests
- Performance Management

Communications Services Branch

The Communications Branch supports both the Ministry of Financial Institutions and the Ministry of Consumer and Commercial Relations. It comprises the News and Information Section which maintains media liaison and produces consumer publications and news releases, and the Consumer Information Centre which answers public inquiries and offers support to consumer-education professionals.

General Classes or Types of Records

Contain general administration records as described in Chapter II of this directory.

Personal Information Banks

None

Finance and Administration Division

The Finance and Administration Division comprises the Executive Coordinator's Office, the Investigations Branch, and a small administrative support group. It is responsible for the overall coordination of ministry administration and provides some administrative services to both the Deposit Institutions and Insurance divisions. Its Investigations Branch investigates suspected offences against various acts and gathers evidence for prosecutions and hearings. The Ministry of Consumer and Commercial Relations provides support services to the division under a shared-services agreement.

General Classes or Types of Records

Contain general administration records as described in Chapter II of this directory. Also contain information on investigations, prosecutions and hearings.

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained by the Ministry of Consumer and Commercial Relations.

- Career Planning/Training (Human Resources Database)
- Central Attendance Recording System (CARS)
- Employment Application Inventory
- Employment Equity Program
- Freedom of Information and Protection of Privacy Act Requests
- General Employment History and Payroll Information
- Grievances and Applications
- Identity/Employee Card
- Integrated Payroll, Personnel and Employee Benefits System
- (IPPEBS)
- Job Competitions
- Medical Information (Personnel)
- Ombudsman/Human Rights Commission
- Parking Records
- Performance Management
- Travel/Expense Accounts
- Workers' Compensation

Also contain information on registrations and investigations.

Registrations and Investigations

Location: Investigations Branch. **Legal Authority:** Provincial Offences Act, R.S.O. 1980, c.400, s.1(2); Police Act, R.S.O. 1980, c.381, s.69(2). **Information Maintained:** Name, address, date of birth, sex residence, employment history, present or past activities, information on associates, qualifications, criminal offences, quasi-criminal offences, physical description, citizenship, information from confidential sources. **Uses:** Determine suitability of applicants for registration and/or continued registration; law enforcement. **Users:** Authorized staff of Investigations Branch, law enforcement agencies. **Individuals in Bank:** Individuals applying for registration, currently or previously registered under acts administered by the division and those prosecuted or under investigation. **Retention and Disposal:** Three years after file closed, then transferred to archives.

Legal Services Branch

Prepares legislation, regulations, and Orders in Council; institutes prosecutions and hearings; and provides advice on legal interpretations affecting ministry operations.

General Classes or Types of Records

Contain information on legislation, advice to program and support branches, prosecution and hearing matters.

Legal Opinions, Legislation, Regulations, Orders in Council
Notices of Appeals
Prosecutions, Hearings

Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

Litigation Files

Policy and Planning Branch

Prepares policy papers, Cabinet submissions and provides advice on policy issues affecting all areas of ministry operations.

General Classes or Types of Records

Contain information on policy issues.

Cabinet Submissions
Research

Personal Information Banks

None

Deposit Institutions Division

The division regulates loan and trust corporations, mortgage brokers, credit union leagues, credit unions and cooperatives registered in Ontario. Regulation includes licensing, registration, and the examination of the financial and business practices of financial institutions and mortgage brokers. Comprises the Office of the Superintendent of Deposit Institutions, the Credit Unions and Cooperatives Services Branch, and the Loan and Trust Corporations Branch.

General Classes or Types of Records

Contain information on credit unions/caisses populaires, cooperatives, loan and trust corporations, and mortgage broker applications and inspections.

Corporations
Credit Unions/Caisses Populaires (bylaws, general company correspondence, examinations)
Cooperative Corporations (financial information, amendments to bylaws, general correspondence, changes of address, director information)
Licensing
Loan and Trust Corporations Annual Regulatory Information (general company correspondence, statutory reports, new incorporations, proposed registrations)
Mortgage Brokers (advertising, applications, general company correspondence, financial statements, individuals, partnerships, corporations, inspections)

Manuals

Issued to Loan and Trust Corporations Branch staff.

Examination Objectives and Procedures

Personal Information Banks

Contain information on individuals and corporations registered under various acts, credit unions/caisses populaires, loan and trust corporations, and mortgage brokers.

Corporate Documents - Cooperative Services

Location: Credit Unions and Cooperatives Services Branch. **Legal Authority:** Co-operative Corporations Act, R.S.O. 1980, c.91; as amended, S.O. 1981, c.61; R.R.O. 1980, Reg. 83, s.5, s.34, s.141, s.153, s.157 and s.164. **Information Maintained:** Name, address, financial and business information. **Uses:** Ensure directors and officers comply with the act; administer the act. **Users:** Branch staff. **Individuals in Bank:** Incorporators, directors, officers of cooperative corporations. **Retention and Disposal:** Corporate documents - six years, then transferred to archives; correspondence - five years, then transferred to archives.

Corporate Documents - Credit Unions

Location: Credit Unions and Cooperatives Services Branch. **Legal Authority:** Credit Unions and Caisses Populaires Act, R.S.O. 1980, c.102; as amended, S.O. 1981, c.62, S.O. 1983, c.46, and S.O. 1986, c.64; R.R.O. 1980, Reg. 194, Reg. 195 and Reg. 196; O. Reg. 59/81, O. Reg. 145/86, O. Reg. 58/81, O. Reg. 802/82, and O. Reg. 62/85. **Information Maintained:** Name, address, telephone number, confidential financial and business data filed by client groups. **Uses:** Ensure directors and officers comply with the act; administer the act. **Users:** Branch staff. **Individuals in Bank:** Incorporators, directors, officers and committee members. **Retention and Disposal:** Corporate documents - for the life of the corporation, then transferred to archives; statutory filings - four years, then transferred to off-site storage; examiner's financial statements - eight years, then destroyed.

Credit Unions/Caisses Populaires - Complaints

Location: Credit Unions and Cooperatives Services Branch. **Legal Authority:** Credit Unions and Caisses Populaires Act, R.S.O. 1980, c.102; as amended, c.62/81 and c.46/83. **Information Maintained:** Name, address, employment history, business involvement, financial history, income, net worth, any other information complainants wish to provide. **Uses:** Determine offences against the act; mediate complaints. **Users:** Branch staff. **Individuals in Bank:** Complainants. **Retention and Disposal:** Five years, then destroyed.

Legal Files - Corporate Documents, Statutory Reports, Annual Regulatory Records

Location: Loan and Trust Corporations Branch, Deposit Institutions Division. **Legal Authority:** Loan and Trust Corporations Act, S.O. 1987; O. Reg. 167/88. **Information Maintained:** Name, address, date of birth, citizenship, work experience, education. **Uses:** Ensure directors, officers and shareholders comply with the act. **Users:** Branch staff.

Individuals in Bank: Directors, officers, material shareholders. **Retention and Disposal:** Corporate documents - life of corporation plus 30 years, then transferred to archives; statutory reports - current plus 15 years, then transferred to archives; annual regulatory records - current plus seven years, then transferred to archives.

Legal Working Papers and Special Files

Location: Loan and Trust Corporations Branch, Deposit Institutions Division. **Legal Authority:** Loan and Trust Corporations Act, S.O. 1987; O. Reg. 167/88. **Information Maintained:** Name, address, date of birth, citizenship, work experience, education, net worth, character, police record. **Uses:** Ensure directors, officers and shareholders comply with the act. **Users:** Branch staff. **Individuals in Bank:** Directors, officers, material shareholders. **Retention and Disposal:** Legal working papers - life of corporation plus 30 years, then transferred to archives; special files - 30 years, then transferred to archives.

Loan and Trust Corporations - Complaints

Location: Loan and Trust Corporations Branch, Deposit Institutions Division. **Legal Authority:** Loan and Trust Corporations Act, S.O. 1987; O. Reg. 167/88. **Information Maintained:** Name, date of birth, residence and business addresses, employment, financial situation, sex, marital status, education, personal opinions/views. **Uses:** Determine offences against the act; mediate complaints. **Users:** Branch staff. **Individuals in Bank:** Complainants. **Retention and Disposal:** Five years, then transferred to archives.

Mortgage Brokers - Commercial Registration Enquiry, Data and Information Tracking System (CREDITS) Computer System

Location: Loan and Trust Corporations Branch, Deposit Institutions Division. **Legal Authority:** Mortgage Brokers Act, R.S.O. 1980, c.295, s.4, s.5, s.6 and s.8. **Information Maintained:** Name, address, date of birth, employment history, some financial history, criminal offences, sponsor, credit information, judgments, inspections. **Uses:** Ensure applicant complies with the act. **Users:** Authorized staff, users of CREDITS. **Individuals in Bank:** Brokers, applicants for registration. **Retention and Disposal:** Not determined.

Mortgage Brokers - Complaint Records

Location: Loan and Trust Corporations Branch, Deposit Institutions Division. **Legal Authority:** Mortgage Brokers Act, R.S.O. 1980, c.295, s.4, s.5, s.6 and s.8. **Information Maintained:** Complainant's name, address, telephone number, person/company against whom complaint is made. **Uses:** Determine offences against the act; mediate complaints. **Users:** Authorized staff, users of the Commercial Registration Enquiry, Data and Information Tracking System (CREDITS) computer system. **Individuals in Bank:** Complainants. **Retention and Disposal:** Up to seven years following determination, then transferred to archives or destroyed.

Mortgage Brokers - Licencee Compliance and Inspection Records

Location: Loan and Trust Corporations Branch, Deposit Institutions Division. **Legal Authority:** Mortgage Brokers Act, R.S.O. 1980, c.295, s.3. **Information Maintained:** Name, home and business address and telephone number, business transactions, employees' names, details of general and trust accounts, general ledger, copies of documentation from registration files, inspection reports, copy of inspection assignment and inspection schedule of registrants, principle shareholders, directors, officers, employees of non-registered businesses. **Uses:** Ensure businesses comply with the act; reference for Registrar in processing registrations. **Users:** Branch staff. **Individuals in Bank:** Principal shareholders, directors, officers, employees of non-registered businesses and registrants. **Retention and Disposal:** Ten years, then destroyed.

Information Technology Division

The division develops and supports corporate administrative policies, strategies and plans which encourage the effective use of information technology. It coordinates the management of corporate information to ensure effective and efficient use of information and to ensure protection against loss or destruction. The division provides computer systems development services, information systems support services and facilities to the Ministry of Consumer and Commercial Relations and the Ministry of Financial Institutions, including advice and consultation on information technology issues.

General Classes or Types of Records

Contain background material on technical strategies, standards and policies and information on ministries' technical initiatives.

- Application Feasibility Studies
- Application Submissions and Reports
- Corporate Technology Plans, Policies, Standards and Guidelines
- Information Management Reports
- Information Systems Documentation
- Project Plans and Status Reports
- Requests for Proposals, Tenders and Contracts

Personal Information Banks

None

Affiliated Agencies

Commodity Futures Advisory Board

At the request of the Ontario Securities Commission, The Commodity Futures Advisory Board consults with and advises the commission concerning developments in the nature of commodity futures contracts and commodity futures options and the manner of trading and the influence of trading in such contracts and options thereon on the economy of Ontario.

General Classes or Types of Records

Contain minutes of board meetings.

Personal Information Banks

None

Financial Disclosure Advisory Board

At the request of the Ontario Securities Commission, The Financial Disclosure Advisory Board consults with and advises the commission concerning the financial disclosure requirements of the Securities Act and its regulation.

General Classes or Types of Records

No separate records are maintained by the board.

Personal Information Banks

None

Ontario Automobile Insurance Board

The board maintains the classification plan for automobile insurance and sets and regulates rates for automobile insurance premiums in Ontario according to this plan. All insurance companies must obtain board approval of the rates they wish to charge. Industry-wide hearings and rate requests above prescribed rates will be considered by the board in public hearings.

General Classes or Types of Records

Contain information relating to board hearings and decisions, insurance company rate applications, and public inquiries and complaints.

Applications Submitted by Insurance Companies
Decisions, Reports and Orders of the Board
Evidence Filed at Hearings by Parties
Financial Statements Submitted by Insurance Companies
Minutes of Meetings
Public Complaints and Inquiries
Reports and Studies by Consultants Retained by the Board

Manuals

Contain procedures for board hearings.

Board Hearings Procedural Manuals

Personal Information Banks

Contain information on individual policy holders relating to investigations.

Investigations

Location: Ontario Automobile Insurance Board. **Legal Authority:** Ontario Automobile Insurance Board Act, S.O. 1988, c.18. **Information Maintained:** Name, address, telephone number, policy number, family status, sex, age. **Uses:** Investigations. **Users:** Board members and staff. **Individuals in Bank:** Insureds - businesses or private individuals. **Retention and Disposal:** Three years, then destroyed.

Ontario Insurance Commission

The commission regulates insurance corporations, agents, adjusters under the Insurance Act, as amended; registrants under the Prepaid Hospital and Medical Services Act; registrants, salespersons under the Investment Contracts Act; and administers the Motor Vehicle Accident Claims (MVAC) Fund legislation. As well, the commission regulates the Facility Association under both the Insurance Act and the Compulsory Automobile Insurance Act; automobile insurance rates, classification plans, and underwriting practices, the processing of insurance complaints and administers the Dispute Resolution process which mediates and arbitrates claim disputes in respect of no-fault benefits. Operationally, the commission consists of three main branches: Commissioner's Office, Deputy Commissioner's Office and Superintendent's Office.

General Classes or Types of Records

Contain information about the operations of registrants under the Insurance Act, Investments Contracts Act and the Prepaid Hospital and Medical Services Act, information about MVAC claims and accounts receivable, information relating to hearings and decisions, insurance company rate applications, and public inquiries and complaints.

Agents and Adjusters Licence Applications
Applications for Mediation and Arbitration
Commission Decisions, Reports and Orders
Evidence Filed at Hearings by Parties
Licensing and Examinations (actuarial, examinations, company agreements and corporate minutes, general company correspondence, licensing, incorporating documents, reinsurance, security deposits, financial statements)
Motor Vehicle Accident Claims Fund Accounts Receivable
Public Complaints and Inquiries
Rate Applications Submitted by Insurance Companies
Reports and Studies by Consultants Retained by the Commission

Manuals

Issued to the Consumer Practices Branch and Motor Vehicle Accident Claims Fund staff.

Examination Procedures
Motor Vehicle Accident Claims Fund Administration

Personal Information Banks

Contain information on individuals licensed or seeking a licence under the acts administered by the Commission; information on directors, officers, employees, agents, creditors, mortgagors, purchasers or vendors of real estate of companies licensed or seeking a licence under the acts administered by the Commission; information about individuals making complaints against licensed individuals or companies; information about debtors and claimants under the MVAC Fund; and information on an insured person's claim to no-fault benefits which may have been subject to the mediation and arbitration process.

Annual Statements

Location: Examinations Branch, Office of the Superintendent. **Legal Authority:** Insurance Act, R.S.O. 1980, c.218, s.81; Prepaid Hospital and Medical Services Act, R.S.O. 1980, c.388, s.14. **Information Maintained:** May include names, residence addresses and citizenship/nationality of directors and officers, compensation to directors and employees, loans, advances, credits to directors and auditors, shareholdings, mortgage information including name of mortgagor, description of property, appraised value, original principal, amount of charges outstanding, interest due or accrued, interest rate, amount at which recorded in the records of the insurance company, amount of prior mortgages, amount paid on principal and amount received on principal if acquired or disposed within the year, information about real estate transactions including description, vendor or purchaser, purchase or sale price, unpaid balances, taxes or charges, date acquired or sold, commission paid, details of mortgage assumed and, in the case of real estate taken over from mortgagor, date of loan, original valuation, original loan principal, balance of principal, taxes and other charges, interest and costs, amounts due from brokers and agents, information about trade payables including names, addresses, amounts and nature of account. **Uses:** Analyze company operations; support regulatory functions. **Users:** Branch staff, regulators in other jurisdictions. **Individuals in Bank:** Directors, officers, employees, shareholders, mortgagors, vendors and purchasers of real estate, agents, creditors of insurance companies and registrants licenced in Ontario may be included. **Retention and Disposal:** Ten years, then destroyed.

Company Records

Location: Licensing and Registration Branch, Office of the Superintendent. **Legal Authority:** Insurance Act, R.S.O. 1980, c.218, s.7(1)1, s.9, s.23 and s.395; Corporations Act, R.S.O. 1980, c.95, s.149(10), s.176(3) and s.185(2); Investment Contracts Act, R.S.O. 1980, c.221, s.4. **Information Maintained:** Name, alias, details of name changes, residence address for last five years, residence telephone, citizenship, date permanent residency in Canada acquired, marital status, financial information, education including schools, dates, degrees, majors and graduation, membership in professional associations, employment in last five years including company, nature of business, title, responsibilities, reason for leaving and dates, licences held at any time including whether or not in force, business, type, issuer and details of termination, information concerning convictions, injunctions, suspensions, licence refusal, suspension or revocation, fidelity bond denial, involuntary cancellation or revocation, bankruptcy or acts leading to bankruptcy of the individual or any company in which the individual was a member, officer, director or a shareholder holding more than ten percent of the shares during the last ten years, police reports, reports from other regulatory bodies, reports from reporting agencies. **Uses:** Determine suitability for licensing insurance companies and registrants. **Users:** Branch staff, Investigations Branch staff, regulators in other jurisdictions. **Individuals in Bank:** Directors, officers, shareholders of insurance companies or registrants licenced or seeking a licence. **Retention and Disposal:** Ten years after licence expires, then destroyed.

Consumer Service - Complaints/Inquiries

Location: Consumer Practices Branch, Office of the Superintendent. **Legal Authority:** Insurance Act, R.S.O. 1980, c.218, s.12 and s.395. **Information Maintained:** Name, date of birth, residence and business addresses, employment, medical information, financial situation, driving records, sex, marital status, education, personal opinions/views. **Uses:** Determine offences against the act; mediate complaints. **Users:** Branch staff, specific insurer involved. **Individuals in Bank:** Complainants. **Retention and Disposal:** Five years, then destroyed.

Insurance Agents, Insurance Adjusters, and Investment Contract Salespersons - Records

Location: Licensing and Registration Branch, Office of the Superintendent. **Legal Authority:** Insurance Act, R.S.O. 1980, c.218, s.346 and s.354; Investment Contracts Act, R.S.O. 1980, c.221, s.3 and s.6. **Information Maintained:** Name, date of birth, residence and business addresses, employment history for preceding five years, marital status, occupation of spouse, education (adjusters), criminal convictions, bankruptcy information, affiliation with other corporations or businesses, citizenship. **Uses:** Assess suitability for licensing. **Users:** Division staff. Registration, business location, telephone number, corporation's name, officers and directors, name of sponsoring insurer and licence duration are public information. **Individuals in Bank:** Applicants for registration, licensed insurance agents, insurance adjusters and investment contract salespersons. **Retention and Disposal:** After 30 months of inactivity, then destroyed.

Mediation and Arbitration Cases

Location: Dispute Resolution Branch, Office of the Deputy Commissioner. **Legal Authority:** Insurance Act, R.S.O. 1980, c.218, s.6(n) and (p); s.8; s.242(b), (c), (d), (e), and (f); as amended. **Information Maintained:** Name, date of birth, residence and business addresses, employment, medical and psychological information, details of automobile accidents and no-fault benefit claims, details of other insurance coverage, sex, marital status, person opinions/views. **Uses:** Mediate and/or arbitrate claims disputes with respect to accident benefits under the No-Fault Benefits Schedule. **Users:** Branch staff, specific insurer and insured involved. **Individuals in Bank:** Claimants. **Retention and Disposal:** Not determined.

Motor Vehicle Accident Claims (MVAC) Fund - Accounts Receivable

Location: Motor Vehicle Accident Claims Fund, Office of the Deputy Commissioner. **Legal Authority:** Motor Vehicle Accident Claims Act, R.S.O. 1980, c.298; as amended, S.O. 1983, c.12. **Information Maintained:** Defendant's name, amount and date of payment, driver's licence number, licence status, repayment amounts, unpaid balance, date coupons sent to debtor. **Uses:** Arrange repayment of outstanding debts. **Users:** Fund staff, collection agencies acting on behalf of the fund. **Individuals in Bank:** Uninsured defendants in claims against the fund. **Retention and Disposal:** Two years after full repayment, then destroyed.

Motor Vehicle Accident Claims (MVAC) Fund - Alphabetical and Numerical Index Card System for Claims Records

Location: Motor Vehicle Accident Claims Fund, Office of the Deputy Commissioner. **Legal Authority:** Motor Vehicle Accident Claims Act, R.S.O. 1980, c.298; as amended, S.O. 1983, c.12. **Information Maintained:** Identity of plaintiffs and defendants involved in motor-vehicle accidents referred to the fund. **Uses:** Identify claims files when a client has not provided adequate information to access the file directly. **Users:** Fund staff. **Individuals in Bank:** Plaintiffs and defendants involved in motor-vehicle accidents referred to the fund. **Retention and Disposal:** Not determined.

Motor Vehicle Accident Claims (MVAC) Fund - Complaints

Location: Motor Vehicle Accident Claims Fund, Office of the Deputy Commissioner. **Legal Authority:** Motor Vehicle Accident Claims Act, R.S.O. 1980, c.298; as amended, S.O. 1983, c.12. **Information Maintained:** Complainant's/defendant's name and address. **Uses:** Determine eligibility for assistance from the fund. **Users:** Fund staff. **Individuals in Bank:** Complainants against the fund. **Retention and Disposal:** Five years, then destroyed.

Motor Vehicle Accident Claims (MVAC) Fund - Reserve Claims Files

Location: Motor Vehicle Accident Claims Fund, Office of the Deputy Commissioner. **Legal Authority:** Motor Vehicle Accident Claims Act, R.S.O. 1980, c.298; as amended, S.O. 1983, c.12. **Information Maintained:** Plaintiff's and defendant's name, address, police report, investigation report, medical reports, verification of lost wages and property damage, file number. **Uses:** Estimate liability; record number of outstanding claims; claim payments; provide accounts receivable information. **Users:** Fund staff. **Individuals in Bank:** Plaintiffs and uninsured defendants. **Retention and Disposal:** Until claim paid, file closed "no claim", or fund repaid in full, then destroyed.

Ontario Securities Commission

Protects and informs investors; ensures the fair and efficient operation of Ontario's capital and commodity futures markets; imposes and enforces minimum standards of conduct and competence for those carrying on business in these markets; and oversees the industry's self-regulatory organizations (The Toronto Stock Exchange, the Investment Dealers' Association of Canada (Ontario District) and The Toronto Futures Exchange). The commission ensures that any person trading in securities and any corporation issuing securities to the public in Ontario complies with the Securities Act, and that the trading of commodity futures in Ontario complies with the Commodity Futures Act.

General Classes or Types of Records

Contain information such as annual reports, annual and quarterly financial statements, press releases, insider trading reports, material change reports, prospectuses, escrow agreements, applications, rulings and decisions, orders and receipts.

Canadian Over-the-Counter Automated Trading System Statistics
Chairman's Department Files
Escrow Dockets
Insider Trading Reports
Investigations
Legislation and Policies
Public Companies
Registrants

Manuals

Issued to Commodity Futures Branch staff.

Adviser Registration Guidelines

Personal Information Banks

Contain information relating to investigations, applications for registration or renewal of registration under the Securities Act and Commodity Futures Act.

Investigations

Location: Enforcement Branch. **Legal Authority:** Securities Act, R.S.O. 1980, c.466, as amended; Commodity Futures Act, R.S.O. 1980, c.78. **Information Maintained:** Complaint and enquiry letters, name, address, criminal record, brokerage and banking records, investigation reports, legal opinions, correspondence from lawyers and brokers, statements from witnesses, information from confidential sources, transcripts of confidential examinations and hearings. **Uses:** Investigate alleged wrongdoing by issuers or individuals in connection with breaches of the Securities Act, Ontario Business Corporations Act, Criminal Code, Commodity Futures Act, and other relevant legislation. **Users:** Branch staff, authorized staff of provincial, national and foreign regulatory and enforcement agencies including the Securities and Exchange Commission of the United States, Interpol, Ontario Provincial Police, Metro Toronto Police, Royal Canadian Mounted Police, and self-regulatory organizations including The Toronto Stock Exchange, the Investment Dealers' Association of Canada and The Toronto Futures Exchange. **Individuals in Bank:** Individuals suspected or found guilty of infractions. **Retention and Disposal:** 30 years after investigation is closed, then destroyed; select files to archives.

Registrations

Location: Registration Section. **Legal Authority:** Securities Act, R.S.O. 1980, c.466, as amended, Part X, s.24 and s.28; Commodity Futures Act, R.S.O. 1980, c.78, Part VIII, s.22 and s.26. **Information Maintained:** Name, address, date of birth, criminal offences, education, employment history, citizenship, sex, marital status, civil proceedings, business activities. **Uses:** Determine suitability for registration. **Users:** Branch staff, officers and staff of the Ontario Securities Commission requiring information in the performance of their duties, authorized staff of provincial, national and foreign regulatory and enforcement agencies including the Securities and Exchange Commission of the United States, Interpol, Ontario Provincial Police, Metro Toronto Police, Royal Canadian Mounted Police, and self-regulatory organizations including The Toronto Stock Exchange, the Investment Dealers' Association of Canada and The Toronto Futures Exchange. **Individuals in Bank:** Registrants. **Retention and Disposal:** 30 years after registration lapsed, then destroyed.

Pension Commission of Ontario

The commission administers the Pension Benefits Act, regulating most employer-sponsored pension plans for employees in Ontario; registers new plans; approves amendments; monitors funding and solvency; supervises plan terminations; and administers the Pension Benefits Guarantee Fund. Its mandate is to promote the establishment, extension and improvement of pension plans in Ontario.

General Classes or Records

Contain information on pension plans registered, awaiting registration, or terminated. Also contain correspondence files.

Applications for Registration
Information Returns
Pension Benefits Guarantee Fund Administration
Pension Commission Meeting Minutes

Manuals

Issued to ministry pension officers.

Procedures Manual

Personal Information Banks

Contain complaints and queries sent to the commission by registered pension plans members, and commission correspondence with the employer/sponsor and member.

Complaints

Location: Pension Commission of Ontario. **Legal Authority:** Pension Benefits Act, S.O. 1987, c.35. **Information Maintained:** Name, address, telephone number, age, sex, marital status, employment history, income, pension accrued, employer's name and opinions of the individual. **Uses:** Resolve complaints; answer queries. **Users:** Authorized commission staff. **Individuals in Bank:** Members of registered pension plans filing complaints or queries. **Retention and Disposal:** Not determined.

Access

Freedom of Information and Privacy Coordinator
Ministry of Financial Institutions
6th Floor, 10 Wellesley Street East
Toronto, Ontario
M7A 2H8
Telephone: (416) 963-3671

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A public reading room for the review of manuals and other information is open during regular office hours in the library on the first floor at 555 Yonge Street, Toronto.

Minister Responsible for Francophone Affairs

Head

Minister Responsible for Francophone Affairs
6th Floor, Hepburn Block
80 Grosvenor Street
Toronto, Ontario
M7A 1E9
Telephone: (416) 965-2341

Mandate

The Minister Responsible for Francophone Affairs provides the policy framework for the development of French language initiatives and services throughout the government. Through the Office of Francophone Affairs, the Minister advises the government on, implements and promotes French language services and recommends policies and administrative practices. The office is the prime advisor to the government, through the Minister and the Premier, on the development and implementation of French–language services and on relations with the francophone community.

Organization

The Minister carries out this mandate through the Office of Francophone Affairs. The office comprises three branches: Operations and Ministry Services; Policy and Research; and Communications and Community Relations.

General Classes or Types of Records

Contain general administration records and public correspondence. All records are maintained and controlled by the Office of Francophone Affairs.

- Administrative Guidelines – Guide to Subordinate Legislation; Law Enforcement Guidelines; Guidelines for Tribunals; Audit Review Guide; Criteria for Designation of Agencies (and forms used for designation); French Language Publications, Advertising and Communications Guidelines; Procedure for Amending the List of Designated and Identified Positions in Ministries and Scheduled Agencies; Guidelines for Exemptions; Complaints Procedure
- Community Support Fund Grants List

Manuals

Provide staff with policy and procedural guidelines concerning administration, program implementation and information management.

- Community Support Fund Administration
- French Language Services Implementation Procedures

Personal Information Banks

Contain information on individuals who are interested in Francophone affairs.

Mailing List

Location: Office of Francophone Affairs. **Legal Authority:** French Language Services Act, S.O. 1986, c.45, s.12. **Information Maintained:** Names and addresses. **Uses:** Newsletters and communications; research. **Users:** Office of Francophone Affairs staff. **Individuals in Bank:** Persons receiving communications. **Retention and Disposal:** Not determined.

Access

Freedom of Information and Privacy Coordinator
Office of Francophone Affairs
4th Floor, Mowat Block
900 Bay Street
Toronto, Ontario
M7A 1C2
Telephone: (416) 965-3865

A public reading room for the review of manuals and other information is open during regular office hours on the fourth floor, Mowat Block, 900 Bay Street, Toronto.

George Brown College of Applied Arts and Technology

Head

Chairperson, Board of Governors
George Brown College of Applied Arts and Technology
500 Macpherson Avenue
P.O. Box 1015, Station B
Toronto, Ontario
M5T 2T9
Telephone: (416) 944-4443

Mandate

George Brown College is a student-oriented, highly diversified, innovative centre of learning in multicultural central Metropolitan Toronto, providing high-quality education, training, research, development and social services with integrity, professionalism and a sense of caring.

Organization

George Brown College is governed by a 17-member Board of Governors that includes the college's President in an ex-officio capacity as secretary-treasurer. The college comprises two divisions, each headed by a Vice-President: Academic Division and Administrative Division.

Divisions

Board of Governors

Appointed by the Council of Regents and the local municipality, the Board of Governors has responsibility for establishing college goals and policies and evaluating results. It is comprised of four standing committees: Executive, Education, Finance and Property.

General Classes or Types Of Records

Contain information relating to the development of policy, the establishment of goals and objectives for the college, and the general direction of college operations.

Bylaws and Policies
Minutes of Board and Standing Committees

Personal Information Banks

The following common personal information bank as described in chapter II of this directory is maintained.

Board of Governors Membership

President's Office

Appointed by and accountable to the Board of Governors, the President is Chief Executive Officer of the college and has full authority to manage and direct its business affairs.

General Classes or Types Of Records

Contain information on the management of the college, the coordination of fundraising activities, the provision of information to the public on college affairs and the coordination of relations with government.

Personal Information Banks

None

Administrative Division

The division provides the college with a variety of administrative and support services. Reporting to the Vice- President, Administration, are the following departments: Computer Services; Continuing Education and Marketing; Finance and Accounting; Human Resources; International Outreach; Physical Resources; Registrar and Student Services; and Ventures.

General Classes or Types of Records

Contain operational records common to community colleges as described in Chapter II of this directory, relating to the enrolment and registration of students, the provision of student services and the management of human resources. Also contain general administration records as described in the introduction.

Manuals

Issued to administrative management to provide guidance and direction on all aspects of college operations.

Academic Manual
Administrative Manual
General Manual
Human Resources Manuals
Physical Resources Manual

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Employee Personnel, Payroll and Benefits Records
Grievances and Applications
Health and Medical Records
Innovation Centre Clients, Registrants and Users
Job Competitions and Applications
Library Users Lists
Ombudsman/Human Rights Commission
Ontario Student Assistance Program
Parking Records
Professional Development
Scholarships and Awards
Student Appeals (disciplinary, administrative, academic)
Student Applications
Student Athletics and Fitness Programs
Student Registration and Academic History
Vocational Testing and Counselling
Workers' Compensation

Academic Division

This area is comprised of all academic units of the college reporting to the Vice-President, Academic. These include Access and Program Development; Academic, Health Sciences, and Community Services; Business and Industry Training; the School of Business and Graphic Arts; the School of Hospitality and Fashion; and the School of Technology and Science.

General Classes or Types Of Records

Contain operational records common to community colleges as described in Chapter II of this directory, relating to the development and delivery of academic programs. Also contain information on the operation of the School of Hospitality Dining Room, the Health Sciences and Community Services Division Dental Clinic, Day Care Centres and community outreach activities.

Personal Information Banks

The following common personal information banks as described in chapter II of this directory are maintained.

Co-op, Work Term, Final Placements
Day Care Registrants
Dental Clinic Patients
FUTURES Program Applicants and Participants
Graduate and Alumni Records
Ontario Basic Skills Program Trainees
Student Counselling
Teacher Workload Records (Standard Workload Form)
Test, Examinations and Assessments
Vocational Testing and Counselling

Access

Freedom of Information and Privacy Coordinator
George Brown College of Applied Arts and Technology
P.O. Box 1015, Station B
Toronto, Ontario
M5T 2T9
Telephone: (416) 944-4443
TDD: (416) 967-0966

A public reading room for the review of manuals and other information is open during regular office hours at 500 Macpherson Avenue, Toronto.

Georgian College of Applied Arts and Technology

Head

Chairman of the Board of Governors
Georgian College of Applied Arts and Technology
One Georgian Drive
Barrie, Ontario
L4M 3X9
Telephone: (705) 728-1951

Mandate

Georgian College, serving the areas of Bruce, Grey, Dufferin and Simcoe and the districts of Muskoka and Parry Sound, provides full- and part-time post-secondary, cooperative, continuous learning, apprenticeship and skills education to secondary school graduates, mature students, academic upgrading students and foreign students. Georgian offers general programs in applied arts, business, health sciences and technology, and specializes in such programs as automotive marketing, civil aviation, dispensing optician, marine engineering and tourism.

Organization

Georgian College is governed by a Board of Governors and is organized into five divisions: Academic, Administrative Services, Community Development, and Student Services. These divisions are headed by two Vice-Presidents and two Executive Directors who report to the Vice-Presidents. Georgian has three campuses in Barrie, Orillia and Owen Sound. The two Vice- Presidents and the Principals of the Orillia and Owen Sound campuses report to the President. Georgian's satellite campuses are in Parry Sound, Midland, Collingwood, Orangeville, and Walkerton and three off-campuses in Barrie, Orillia and Owen Sound. Administrative headquarters are located in Barrie.

Divisions

Board of Governors

The Board of Governors, appointed by the Ontario Council of Regents, is a corporation responsible for establishing the college's purpose and direction; ensuring that the college is effectively and efficiently managed; establishing policies having college-wide application; and promoting effective communication with the college community. The board has four standing committees: Executive; Finance, Property and Administration; Faculty and Student Affairs; and Audit.

General Classes or Types of Records

Contain information relating to the development of policy, goals and objectives for the college and the overall direction of college operations and corporate functions, in addition to the following:

Board of Governors' Awards
Building and Property - Original Documents
Bylaws
Contracts/Agreements
Freedom of Information
History/Profile of College
Leases
Master Plan
Minutes of Board and Committees
Official Ceremonies

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Board of Governors Membership
Freedom of Information and Protection of Privacy Act Requests

Office of the President

The President is appointed by the Board of Governors and is an ex-officio member of the board, responsible for the day-to-day operation of the college, advising the board of the development, promotion and implementation of objectives and policies.

General Classes or Types of Records

Contain information relating to the management of the college and the implementation of board policies.

Personal Information Banks

None

Academic Division

The Vice-President, Academic is responsible for developing and delivering academic programs in the School of Applied Arts and Health Sciences, the School of Business, the School of Design and Visual Arts, the School of Engineering Technology, the School of Hospitality and Tourism and the Great Lakes School of Marine Technology, as well as the Canadian Centre for Aviation Studies. The division is also responsible for the corporate functions of program evaluation, program development (program planning, development and evaluation), as well as for the operation of the Canadian Automotive Institute, the College Council, the college's Research Centre, the College Preparatory Programs and the Learning Labs.

General Classes or Types of Records

Contain operational records common to community colleges relating to the development and delivery of academic programs, and corporate management and development, as well as general administrative records, as described in Chapter II of this directory.

CAD/CAM Project
Skills Program
Trades Updating Program

Manuals

Issued to staff and instructors, and containing information on professional and human resource development as well as academic program development, delivery and evaluation.

Advisory Committee Guidelines
Course Outlines/Program Descriptions

Instructor Handbooks
Program Evaluation Process Booklet

Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

Dental Clinic Patients

In addition, the division maintains clinical evaluation information on nursing students.

Student Clinical Evaluations

Location: School of Applied Arts and Health Sciences. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272; R.R.O. 1980, Reg. 640. **Information Maintained:** Name, address, telephone number, student clinical evaluations. **Uses:** Evaluate Nursing students' performance. **Users:** Health Science faculty and support staff. **Individuals in Bank:** Nursing students. **Retention and Disposal:** Not determined.

Administrative Services Division

The Executive Director, Administrative Services is responsible for financial planning and budget control, financial services and personnel/payroll services. Included in these responsibilities are accounting, bookstore, printing, purchasing, shipping/receiving, benefits, employment equity, and financial aid. The Administrative Services Division is responsible for managing Physical Resources which includes furniture and equipment, contracts, ground maintenance, space allocation, telecommunications and switchboard. The division is also responsible for the corporate function of Human Resources Development, and Organizational Planning and Development which includes operational review and the annual report.

General Classes or Types of Records

Contain general administration records as described in Chapter II of this directory.

Manuals

Issued to staff and relate to college administrative policy and procedures.

College Equipment Maintenance System
Georgian College Policy Manual
HRD Funding Guidelines
Industrial Research Assistance Program
Personnel Services Practice and Procedure
Printing Services Manual

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Employee Personnel, Payroll and Benefits Records
Library Users Lists
Ombudsman/Human Rights Commission
Ontario Student Assistance Program
Parking Records
Teacher Workload Records (Standard Workload Form)
Workers' Compensation

Community Development Division

The division is headed by a Vice-President and administers contract training programs, a variety of skills development programs including Canadian Job Strategy, Ontario Basic Skills, FUTURES, the Skills Incentive Fund, Cooperative Education and Graduate Placement including career development and job placement programs, as well as Community Industrial Training Committees and Local Advisory Committees. The division maintains relations and contacts with Ontario and other governments. It is also responsible for the operation of the Kempenfelt Conference Centre, International Education, College Information Services, Resources Development and Corporate Relations. Included in these responsibilities are marketing, fundraising, official ceremonies and theatre allocation. Another division is Community Services which encompasses the School of Continuous Learning, University Relations, Corporate Training, Secondary School Curriculum Relationships and Articulation Agreements, Ontario Training Strategy (Ontario Skills Development Office (OSDO) and Ontario Skills Incentive Fund (OSIF), Industrial Technology Advisory and French Language Services.

General Classes or Types of Records

Contain operational records common to community colleges as described in Chapter II of this directory, relating to government relations and the delivery of government-sponsored programs. Also contain the following records:

Community Industrial Training Committees
Independent Learning Centre
Kempenfelt Conference Centre
Official Ceremonies
Theatre Advisory Committee Minutes

Manuals

Issued to students, staff and contain information on training and skills development programs.

Course Outlines/Program Descriptions
Georgian's Ontario Skills Development Office's
  Operational Plan
Georgian Press Operations

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Co-op, Work Term, Final Job Placements
FUTURES Program Applicants and Participants
Ontario Basic Skills Program Trainees
Ontario Training Incentive Program Trainees

Also contain information on fundraising and conference centre client files are maintained.

Canadian Automotive Institute Fundraising

Location: Resources Development. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272. **Information Maintained:** Donor's name, address, telephone, and amount of donation. **Uses:** Keep track of donations made to Canadian Automotive Institute fundraising campaign. **Users:** Director, Resources Development and staff.

Individuals in Bank: Donors to the Canadian Automotive Institute Fund. **Retention and Disposal:** Not determined.

Kempenfelt Conference Centre Client Files

Location: Kempenfelt Conference Centre. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272. **Information Maintained:** Guest registration card with name, address, telephone, car licence, length of stay and room number. **Uses:** Identify client. **Users:** General Manager and administrative office staff. **Individuals in Bank:** Clients of the centre. **Retention and Disposal:** Five years, then destroyed.

Resources Development Fundraising Files

Location: Resources Development. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272; R.R.O. 1980, Reg. 640. **Information Maintained:** Donor's name, address, telephone number, campaign donated to and amount of donation. **Uses:** Keep track of donations made to various campaigns. **Users:** Resources Development, Financial Aid and Accounting staff. **Individuals in Bank:** Donors to the college. **Retention and Disposal:** Not determined.

Student Services Division

The Executive Director, Student Services is responsible for Computer Services, Registrar's Office, and Student Services. Included in these responsibilities are counselling, health services, athletics, and recreational services, Students' Administrative Council and the Media Centre. Included in these responsibilities are student admissions, registration, scheduling and statistics, and student records and convocations.

General Classes or Types of Records

Contain general administration records as described in Chapter II of this directory.

Manuals

Issued to students and staff relate to the college's administrative policy and procedures.

Audiovisual Operator's Manual
Media Centre Practice and Procedures
Student Guide
Student Services/Athletics Operations Manual
Students' Administrative Council Constitution
Visual Identity Manual

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Graduate and Alumni Records
Health and Medical Records
Student Applications
Student Athletics and Fitness Programs
Student Counselling Records
Student Registration and Academic History
Vocational Testing and Counselling

Access

Freedom of Information and Privacy Coordinator
Georgian College of Applied Arts and Technology
One Georgian Drive
Barrie, Ontario
L4M 3X9
Telephone: (705) 728-1951

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A public reading room for the review of manuals and other information is open during regular office hours on the third floor of the College Services Building, Building C, One Georgian Drive, Barrie.

GO Transit (Toronto Area Transit Operating Authority)

Head

Chairman
GO Transit
1120 Finch Avenue West
Toronto, Ontario
M3J 3J8
Telephone: (416) 665-9211

Mandate

In the public interest, GO Transit administers, designs and operates inter-regional transit systems; coordinates and integrates its operations with regional systems within its jurisdiction; advises regional transit authorities on their operations; and studies and investigates the use of provincial transit funds.

Organization

GO Transit is comprised of three divisions: Operations; Engineering, Development and Plant; and Planning, Finance and Administration. All activities are directed from GO Transit's offices in Toronto.

Divisions

Engineering, Development and Plant

The division provides technical expertise and communications services; administers and controls engineering projects; manages property and assets; and implements study projects.

General Classes or Types of Records

Contain information on consultants and contractors, property plans, repairs, maintenance, long-range development, contracts, communications equipment and services, statistics and development studies.

Communications Equipment, Operation and Servicing
Consultants and Contractors - Listings
Contracts, Tenders, Plans and Reports
Electrical and Mechanical
Engineering Specifications and Standards
Environmental Reports
Graphics and Signs
Project Management
Property Maintenance Reports and Work Orders
Property Plans and Drawings
Property Repairs and Renovations
Transit Systems - Development Studies

Manuals

Issued to staff to provide detailed procedures, guidelines and instruction on the construction and maintenance of GO Transit facilities.

Engineering Policies and Procedures
Engineering Standards
Plant Maintenance

Personal Information Banks

None

Planning, Finance and Administration

The division administers and controls financial matters (budget, audit, revenue) and human-resource matters (personnel, labour, safety); and manages the acquisition and disposal of property, equipment, and supplies and services. It is responsible for corporate policies and procedures, legal services, development of computer systems, public relations and ridership planning and statistical information.

General Classes or Types of Records

Contain information on administrative and financial matters, corporate policies and procedures, records and forms management, computer systems, purchasing, public relations, accidents, claims, vandalism, security, property, personnel and payroll.

Agreements, Contracts, and Tender Documents
Board Submissions
Customer-Service Reports
Insurance Policies
Labour Negotiations and Grievances
Safety and Training
Sales Reports
Ticket Inventory and Sales Reports
Transit Ridership and Statistics
Vandalism Records
Vendor Information Listings

Manuals

Issued to staff to provide direction, guidance and information on procedures for administrative programs and specific policy items.

Administration and Claims
Corporate Administrative Policies and Procedures
Corporate Human Resources Policies and Procedures
Internal Audit
Purchasing and Tendering
Tariffs

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Freedom of Information and Protection of Privacy Act
  Requests
Medical Information (Personnel)
Ombudsman/Human Rights Commission
Workers' Compensation

Also contain information required for general administrative and financial purposes.

Claim Records

Location: Administration and Claims Office. **Legal Authority:** Toronto Area Transit Operating Authority Act, R.S.O. 1980, c.505, s.5(e). **Information Maintained:** Name, address, customer-service reports, adjuster's reports, legal reports and opinions, medical reports and opinions, accident reports. **Uses:** Investigate and settle claims by or against GO

Transit. **Users:** Claims, Maintenance and Security staff, adjusters, lawyers. **Individuals in Bank:** Individuals filing claims. **Retention and Disposal:** Not determined.

Competition Files

Location: Human Resources Office. **Legal Authority:** Toronto Area Transit Operating Authority Act, R.S.O. 1980, c.505, s.4(1). **Information Maintained:** Name, address, employment history, education, applications and/or resumes, driver's licence records (where applicable), interview questions and evaluations. **Uses:** Select candidates for vacant positions. **Users:** Human Resources staff, line managers, supervisors, internal/external auditors. **Individuals in Bank:** Internal/external applicants seeking employment. **Retention and Disposal:** Not determined.

Employee History Files

Location: Human Resources Office. **Legal Authority:** Toronto Area Transit Operating Authority Act, R.S.O. 1980, c.505, s.4(1). **Information Maintained:** Name, address, telephone number, employee number, Social Insurance Number, date of birth, sex, marital status, employment history, education, medical information, driver's licence record (where applicable), credit record, job application/resume, performance appraisals, merit recommendations, disciplinary and recommendation letters, commendations, sick leave and vacation, benefits, pay rate. **Uses:** Record employee work history and performance; assess eligibility for promotions, transfers and courses; provide information to payroll staff. **Users:** Human Resources Office staff, line managers, supervisors, internal/external auditors, authorized security personnel. **Individuals in Bank:** GO Transit employees. **Retention and Disposal:** From termination of employee plus 50 years, then transferred to archives.

Employment Application Inventory

Location: Human Resources Office. **Legal Authority:** Toronto Area Transit Operating Authority Act, R.S.O. 1980, c.505, s.4(1). **Information Maintained:** Name, address, telephone number, application/resume, performance appraisals, employment history. **Uses:** Identify potential candidates for job competitions. **Users:** Human Resources staff, line managers, supervisors, internal/external auditors. **Individuals in Bank:** External applicants seeking employment. **Retention and Disposal:** One year, then destroyed.

Expense Accounts

Location: Controllers Office. **Legal Authority:** Toronto Area Transit Operating Authority Act, R.S.O. 1980, c.505, s.4(1). **Information Maintained:** Name, mailing address, employee number, advance account, expenses incurred. **Uses:** Record accountable advance and expenditure totals. **Users:** Accounts Payable Section staff, internal/external auditors. **Individuals in Bank:** GO Transit employees. **Retention and Disposal:** Seven years, then destroyed.

Grievance Records

Location: Human Resources Office. **Legal Authority:** Toronto Area Transit Operating Authority Act, R.S.O. 1980, c.505, s.4(1); Crown Employee Collective Bargaining Act, R.S.O. 1980, c.108,s.19, s.38 and s.39; Labour Relations Act, R.S.O. 1980, c.228,s.45 and s.89. **Information Maintained:** Name, grievance forms and correspondence, supporting documentation, recommendations and reports. **Uses:** Document the grievance process. **Users:** Human Resources staff, line managers, supervisors, Union steward. **Individuals in Bank:** GO Transit employees. **Retention and Disposal:** Not determined.

Identity/Employee Card

Location: Human Resources Office. **Legal Authority:** Toronto Area Transit Operating Authority Act, R.S.O. 1980, c.505, s.4(1). **Information Maintained:** Name, employee number, photograph. **Uses:** Control access to GO Transit property. **Users:** Human Resources staff, authorized security staff, internal auditors. **Individuals in Bank:** GO Transit employees. **Retention and Disposal:** Amalgamated with Employee History file after termination, retained 50 years, then transferred to archives.

Legal Documents - Contracts, Agreements and Transactions

Location: Administration and Claims Office. **Legal Authority:** Toronto Area Transit Operating Authority Act, R.S.O. 1980, c.505, s.6. **Information Maintained:** Name, address, telephone number of individuals/companies involved in legal transactions, financial information, details of property transactions or personal contracts. **Uses:** Maintain records of legal transactions involving GO Transit. **Users:** Authorized administrative staff, solicitors, realty services staff, authorized security staff, internal/external auditors. **Individuals in Bank:** Individuals involved in property transactions and personal contracts. **Retention and Disposal:** Not determined.

Non-Payment of Fare Voucher

Location: Revenue Accounting Office. **Legal Authority:** Toronto Area Transit Operating Authority Act, R.S.O. 1980, c.505, s.9(1)(b)(iv) and s.9(4). **Information Maintained:** Name, address, telephone number, Social Insurance Number, identification number. **Uses:** Identify individuals for the collection of fares. **Users:** Revenue Accounting, Audit and Security staff. **Individuals in Bank:** Individuals who have not paid fares. **Retention and Disposal:** Not determined.

Payroll Records

Location: Controllers Office. **Legal Authority:** Toronto Area Transit Operating Authority Act, R.S.O. 1980, c.505, s.4(1). **Information Maintained:** Name, address, employee number, payroll transactions, benefit options, Social Insurance Number. **Uses:** Issue pay cheques; prepare statistical reports (benefits, T-4 summaries). **Users:** Payroll staff. **Individuals in Bank:** GO Transit employees. **Retention and Disposal:** Variable, up to 50 years after termination, then destroyed; select files to archives.

Public Complaints

Location: Information Services Office. **Legal Authority:** Toronto Area Transit Operating Authority Act, R.S.O. 1980, c.505, s.5(d)(e) and s.6(2)(a) and (3). **Information Maintained:** Name, address, customer service reports, investigation reports. **Uses:** Maintain a record of complaints; investigate and respond to complaints. **Users:** Information Services staff. **Individuals in Bank:** Individuals filing complaints. **Retention and Disposal:** Two years, then destroyed.

Student Identification Cards

Location: Revenue Accounting Office. **Legal Authority:** Toronto Area Transit Operating Authority Act, R.S.O. 1980, c.505, s.9(1)(b)(iv). **Information Maintained:** Name, address, identity card number, school attended, period of attendance. **Uses:** Identify individuals entitled to purchase tickets and passes at reduced rates. **Users:** Revenue Accounting staff, Audit and Security staff. **Individuals in Bank:** Students applying for an identity card. **Retention and Disposal:** Duration of school year, then destroyed.

Training and Development

Location: Human Resources Office. **Legal Authority:** Toronto Area Transit Operating Authority Act, R.S.O. 1980, c.505, s.4(1). **Information Maintained:** Name, employee number, education, driver's license record and testing, training/course attendance and record. **Uses:** Record employee's career and participation in training programs. **Users:** Human Resources staff, employee. **Individuals in Bank:** GO Transit employees. **Retention and Disposal:** 50 years after termination, then transferred to archives.

Operations

The division is responsible for the development, operations and procurement of bus, rail and support vehicle rolling stock and mobile equipment. It provides security for GO Transit equipment and property as well as a safe and reliable inter-regional transit system serving the general public.

General Classes or Types of Records

Contain information on the maintenance, procurement and operation of bus, rail and mobile equipment, the planning and development of transit schedules, and on procedures for sales and operations staff.

Agency, Terminal Operations
Bus Administration
Driver Training and Safety
Equipment - Planning and Development
Equipment - Specifications and Standards
Equipment History (maintenance and repairs)
Fuel Reports
Lost and Found
Operating Statistics and Reports
Scheduling Statistics
Vehicles - Work Orders

Manuals

Issued to staff to provide guidelines and instruction on the operation of bus-related customer-service operations and procedures for rail operations centres.

Driver's Operating Manual and Instructor's Manual
Rail Operations
Security

Personal Information Banks

Contain information on the operation of GO Transit equipment and the protection of its property and assets.

Driver Training and Safety Files

Location: Bus Operations Office. **Legal Authority:** Toronto Area Transit Operating Authority Act, R.S.O. 1980, c.505, s.6(e); Highway Traffic Act, R.S.O. 1980, c.198; O. Reg. 462/80, s.2; Occupational Health and Safety Act, R.S.O. 1980, c.321; O. Reg. 714/82, Part I, s.5. **Information Maintained:** Name, training records, accident statistics and reports, performance records, licence records. **Uses:** Train and monitor GO Transit drivers. **Users:** Driver Training and Safety staff, Human Resources staff. **Individuals in Bank:** GO Transit equipment operators. **Retention and Disposal:** Duration of employment, then added to Employee History file.

Security Investigations

Location: Security Office. **Legal Authority:** Toronto Area Transit Operating Authority Act, R.S.O. 1980, c.505, s.9(4); Provincial Offences Act, R.S.O. 1980, c.400, s.1(2). **Information Maintained:** Name, address, occurrence reports, police and witness reports, Proof of Payment list, notices of offence. **Uses:** Investigate security infringements of GO Transit operations. **Users:** Security and Audit staff. **Individuals in Bank:** Individuals who commit an offense against GO Transit. **Retention and Disposal:** Not determined.

Access

Freedom of Information and Privacy Coordinator
Administration and Claims Office
GO Transit
1120 Finch Avenue West
Toronto, Ontario
M3J 3J8
Telephone: (416) 665-9211.

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A public reading room for the review of manuals and other information is open during regular office hours in the library at 1120 Finch Avenue West, Toronto.

Ministry of Government Services

Head

Minister of Government Services
12th Floor, Ferguson Block
77 Wellesley Street West
Toronto, Ontario
M7A 1N3
Telephone: (416) 965-1101

Mandate

The ministry provides the government with accommodation, information technology and common corporate services, computer support for human resource management, and real property and mortgage administration management services for various provincial housing programs.

Organization

The ministry comprises four main divisions: Computer and Telecommunication Services; Finance and Administrative Services; Realty Group; and Supply and Services. The Communications Services Branch, Office of the French Language Services Coordinator and the Northern Ontario Relocation Program report to the deputy minister. Head office is 77 Wellesley Street West, Toronto, and there are 14 district offices throughout the province.

Divisions

Communications Services Branch

Responsible for internal and external communications activities including media liaison, offical ceremonies, writing speeches and news releases, publications and legislative support. It administers the ministry's customer service program, the art collection and the employee suggestion program.

General Classes or Types of Records

Contain background documentation and working papers for publications, speeches and reports.

Art Collection
Employee Suggestion Program

Personal Information Banks

None

Office of the French Language Services Coordinator

Coordinates the implementation of French Language Services Act within the ministry, ensuring effective delivery of French language services to the public.

General Classes or Types of Records

Contain information on French language services implementation plans.

Personal Information Banks

None

Northern Ontario Relocation Program (NORP)

Coordinates the facilities, human resources, and community relations activities relevant to the relocation of nine government organizations to selected northern Ontario communities.

General Classes or Types of Records

Contain information on building programming, development and financing of seven facility projects in the program, human resources policy and special measures, and community relations records for the five affected communities.

Capital Projects Status Reports
Employment Equity in Apprenticeship Records
Human Resources Approved Measures
Minutes of Regular Meetings (intra- and inter-ministerial committees and councils, OPSEU ang government)
NORP Governing Principles
NORP New Building Portfolio
Objectives and Guidelines - Human Resources Facilities and Community Relations
Terms of Reference - Deputy Ministers' Steering Committee, Relocation Coordinators' Council

Personal Information Banks

None

Computer and Telecommunication Services (CTS)

Provides government ministries with cost-effective information technology services including computer processing, data storage, and computer centre management services. Telecommunication services include a government-wide computerized telephone system, teleconferencing, teletype and facsimile services, and radio communications systems.

General Classes or Types of Records

Contain technical information on software and hardware, vendor proposals, evaluations and contract agreements.

Computer and Controller Inventory
Telecommunications Network Equipment and Software
Vendor Proposals, Evaluations and Contracts

Personal Information Banks

None

Finance and Administration Services Division

Responsible for internal support services including policy and planning, legal, audit, systems, finance and office services, human resources services, and Freedom of Information and Protection of Privacy. The ministry also provides selected administrative services to the Lieutenant Governor's Office, the Office for Disabled Persons, the Office for Senior Citizens' Affairs and the Ontario Women's Directorate. Records for these ministries can be accessed through their respective information and privacy coordinators.

General Classes or Types of Records

Contain the common administrative files as described in Chapter II of this directory. Also contain information relating to internal safety services.

Manuals

Issued to staff to outline internal policies.

Ministry Information Technology Security Guidelines
Ministry Policy and Procedures
Ministry Safety Manual

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Career Planning/Training
Employment Equity Program
Freedom of Information and Protection of Privacy Act Requests
General Employment History and Payroll Information
Grievance and Applications
Identity/Employee Card
Job Competitions
Medical Information (Personnel)
Ombudsman/Human Rights Commission
Performance Management
Travel/Expense Accounts
Workers' Compensation

Debt Collection Litigation

Location: Central Collection Service. **Legal Authority:** Ministry of the Attorney General Act, R.S.O. 1980, c.279, s.5(h); Financial Administration Act, R.S.O. 1980, c.161, s.2. **Information Maintained:** Name, address, court documents, correspondence, notes, memoranda, client ministry files, various credit reports. **Uses:** Collect debts. **Users:** Internal section staff, contracted legal agents. **Individuals in Bank:** Persons indebted to the Crown. **Retention and Disposal:** Current, then returned to client for storage/disposal.

Realty Group

The Realty Group provides accommodation and real estate services for ministries and agencies of the Ontario government. The activities include the planning, design, construction, leasing, acquisition, sale, mortgage administration, land and property management service for government-owned and leased facilities.

General Classes or Types of Records

Contain information on operational planning, financing and statistics for projects, contractors' prequalifications and performance evaluations, land management and a library resource centre.

Acquisition and Sales of Real Property
Construction (bonds and claims, building drawings, contracts, engineering services, performance evaluations and tendering documents)
Inventory of Government-Owned and Leased Premises
Land Appraisals
Leasing Proposals and Contracts
Standards for Government Buildings (architectural, building code, energy management, fire code, accountability for disabled)
Surplus Properties
Survey Plans and Field Notes
Vacant Space Listings

Manuals

Technical operating procedures and guidelines are issued to staff.

Realty Group Manual and Operating Procedures

Personal Information Banks

Contain information on relocation assistance to home-owning employees and tenants on government-owned property.

Home-Owner Employee Relocation Plan

Location: Land Management Branch. **Legal Authority:** Financial Administration Act, R.S.O. 1980, c.161. **Information Maintained:** Name, address, legal description of property, financial data related to the sale or purchase of residence. **Uses:** Offer assistance to home-owning employees who are transferred from one location to another at the government's request. **Users:** Branch, audit and client ministry staff. **Individuals in Band:** Government employees who are relocating. **Retention and Disposal:** Not determined.

Tenant Property Files

Location: Land Management Branch. **Legal Authority:** Financial Administration Act, R.S.O. 1980, c.161. **Information Maintained:** Name, address, telephone number, employer, position/occupation, banking institution, history of payments, date of birth, driver's licence number, personal references, Social Insurance Number, spouse's name. **Uses:** Select tenants; collect rent. **Users:** Branch and audit staff, Central Collection Service, Ontario Mortgage Corporation, consumer reporting agencies, courts. **Individuals in Bank:** Tenants occupying government-owned property. **Retention and Disposal:** Variable, then destroyed.

Supply and Services Division

Provides corporate support services promoting public access to government programs and services and coordinating government purchasing activities; provides certain central common services; and provides certain corporate administrative services including the administration of employee pension plans, employee services and the Corporate Human Resource Information System (CHRIS) project.

General Classes and Types of Records

Contain information on the planning and management of acquisition and supply services (printing, stationary and office supplies, public tenders, collective purchasing, trucking and vehicle maintenance and assets disposal), information services (government central switchboard, translations, mail services, government publications, records centre and public access services), central common services (cheque production and mailing, debts collection, official congratulatory scrolls, and insurance and risk management), and general administration of the Integrated Payroll, Personnel and Benefits Recording System (IPPEBS), Central Attendance Recording System (CARS) and operational support for the CHRIS project. Also contains information relating to medical education materials, evacuation plans for government buildings and first-aid services for government employees.

Fire Safety Plan and General Building Inspection Reports
Government of Ontario Telephone Directory Database
Key Word in Context (KWIC) (index of programs and services)
Official Congratulatory Scrolls
Ontario Government Employee Health Education
Ontario Government Payment Records
Printing Services Source List
Publications Inventory/Sales Records
Purchase Contracts
Supplier Information Service (SIS)
Surplus Assets Sales and Disposal
Tender Documents

Manuals

Issued to ministry benefits coordinators to provide information on the entitlement of Ontario government employees to benefits.

Employee Benefits Guidelines

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Central Attendance Recording System (CARS)
Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)

Also contain medical information on Ontario government employees, information on employee counselling services and pension payroll administration, and information on debt collection activities and insurance claims.

Debt Collection Accounts Receivable

Location: Central Collection Service. **Legal Authority:** Ministry of Government Services Act, R.S.O. 1980, c.279, 2.5(2)(c); Financial Administration Act, R.S.O. 1980, c.161, s.2(3); Consumer Reporting Act, R.S.O. 1980, c.89, s.8(1). **Information Maintained:** Name, address, Social Insurance Number, credit and loan history, financial assessments and correspondence. **Uses:** Recover monies owed to the Crown. **Users:** Internal section staff, contracted agents, solicitors and client ministry staff for specific files. **Individuals in Bank:** Persons and corporations indebted to the Crown. **Retention and Disposal:** Seven years, then destroyed.

Insurance Claims

Locations: Insurance and Risk Management Unit. **Legal Authority:** Ministry of Government Services Act, R.S.O. 1980, c.279, s.5. **Information Maintained:** Name, address, occupation, personal insurance history, incident description, correspondence. **Uses:** Determine eligibility of claims, payment history and method. **Users:** Internal section staff, staff in insurance companies processing claims. **Individuals in Bank:** Claimants. **Retention and Disposal:** Five years, then destroyed.

Ontario Government Employee Counselling

Location: Employee Services Branch. **Legal Authority:** Ministry of Government Services Act, R.S.O. 1980, c.279, s.5. **Information Maintained:** Name, address, age, sex, education, employment history, problems, interventions, outcomes, family history, social history, health status, vocational status. **Uses:** Counselling notes. **Users:** Internal staff only. **Individuals in Bank:** Ontario government employees who are clients. **Retention and Disposal:** Three years, then destroy.

Ontario Government Employee Debt Deductions

Location: Central Collection Services. **Legal Authority:** Public Service Act, R.S.O. 1980, c.418, s.26. **Information Maintained:** Name, sex, address, financial information, salary, indebtedness, Social Insurance Number, credit reports, correspondence and payment history. **Uses:** Document employee debts; correspond with creditors; access to IPPEBS data bank. **Users:** Internal section staff, ministries' payroll offices. **Individuals in Bank:** Provincial government employees whose debts are paid through deductions under the Public Service Act. **Retention and Disposal:** Seven years, then destroyed.

Ontario Government Health Service

Location: Health centres in various Metro locations. Refer to the Government of Ontario Telephone Directory for addresses. **Legal Authority:** Public Service Act, R.S.O. 1980, c.418; R.R.O. 1980, REG. 881 S.68(3); Health Disciplines Act, R.S.O. 1980, c.196; R.R.O. 1980, Reg. 448, s.27(3) and s.27(22); Workers' Compensation Act, R.S.O. 1980, c.505, s.21(1); Occupational Health and Safety Act, R.S.O. 1980, c.321; R.R.O. 1980, Reg. 692; O. Reg. 714/82 and O. Reg. 156/84. **Information Maintained:** Name, address, health, medical and work history. **Uses:** Maintain health records. **Users:** Employee Health Services staff. **Individuals in Bank:** Ontario government employees referred. **Retention and Disposal:** Forty years, then destroyed.

Ontario Government Pension Payroll

Location: Employee Pension and Benefits Administration. **Legal Authority:** Public Service Superannuation Act, R.S.O. 1980, c.419, as amended, s.5(3). **Information Maintained:** Name, address, education, employment history, assessment for pension. **Uses:** Determine eligibility; document and process pension payments; communicate items of special interest to pensioners. **Users:** Internal branch staff, Systems Branch staff. **Individuals in Bank:** Persons receiving Ontario government pension. **Retention and Disposal:** Forty years, then destroyed.

Affiliated Agencies

Ontario Mortgage Corporation (OMC)

Responsible for mortgage-lending and collection activities.

General Classes or Types of Records

Contain information on mortgage and lease administration and services, and accounting.

Land Planning and Development Projects
Mortgage Administration and Services
Mortgage and Lease Accounting
Special Ministry Program Materials

Manuals

Internal policy and operating procedures manuals are issued to staff.

OMC Loan Accounting Manual
OMC Mortgage Administration

Personal Information Banks

Contain information necessary for the administration of mortgages.

Mortgage and Lease Agreements

Locations: Corporate Management and Mortgage Branch. **Legal Authority:** Business Corporation Act, R.S.O. 1980, c.54. **Information Maintained:** Name, address, mortgage payment history, correspondence. **Uses:** Document and process payments for mortgage and tenancy agreements; other administrative purposes. **Users:** Internal section staff. **Individuals in Bank:** Mortgagors/tenants of OMC. **Rentention and Disposal:** Not determined.

Provincial Judges Benefits Board

Authorizes payments of benefits to provincial judges and administers the Provincial Judges Benefits Plan.

General Classes or Types of Records

Contain general administrative records.

Personal Information Banks

Contain information for the administration of pension benefits.

Judges' Pension Benefits

Location: Employee Pensions and Benefits Administration. **Legal Authority:** Courts of Justice Act, S.O. 1984, c.11; O. Reg. 332/84, s.35. **Information Maintained:** Name, address, Social Insurance Number, employment history, assessment for superannuation/disability benefits. **Uses:** Determine eligibility; document payments. **Users:** Internal branch staff. **Individuals in Bank:** Provincial judges and/or spouses receiving benefits. **Retention and Disposal:** Forty years, then destroyed.

Real Estate Advisory Board

The board advises the minister on real estate matters.

General Classes or Types of Records

Contain general administrative records.

Personal Information Banks

None

Access

Freedom of Information and Privacy Coordinator
Ministry of Government Services
9th Floor, 77 Wellesley Street West
Toronto, Ontario
M7A 1N3
Telephone: (416) 965-3342
TDD: (416) 965-5130
1-800-268-7095

A public reading room for the review of manuals and other information is open during regular office hours on the ninth floor at 77 Wellesley Street West, Toronto.

Ministry of Health

Head

Minister of Health
10th Floor, Hepburn Block
80 Grosvenor Street
Toronto, Ontario
M7A 2C4
Telephone: (416) 965-2421

Mandate

The ministry is responsible for ensuring the good health of Ontario residents by administering such programs as health insurance, care for the mentally ill, extended health care, home care services, drug programs, the regulation of hospitals and nursing homes, and the planning and coordination of community health programs. The ministry also operates psychiatric hospitals and a number of medical laboratories and coordinates ambulance services across the province.

Organization

The ministry has six groups, five headed by an assistant deputy minister and one headed by an Executive Director. Ministry programs are administered and the public is served directly by the head office in Toronto, the head office for Health Insurance and Claims Payment in Kingston and field offices for each major program.

Divisions

Corporate Policy

The group is responsible for support to the ministry's management and executive committees and for coordination of corporate policy and planning projects; for manpower planning and administration of research grants and underserviced area programs. The group comprises: Policy Development Branch, Training and Research Branch and Freedom of Information and Correspondence.

General Classes or Types of Records

Contain information systems projects, requests for information, tendering records, systems development, vendor information on communications and software technology, general statistics on expenditures and utilization, bursaries and fellowships, research grants and awards, federal approval for the disbursement of funds, minutes of ministry meetings concerning policy matters and changes to regulations affecting monetary controls, and policy development.

Analysis of Alternate Payment Arrangements - OHIP
Awards, Bursaries and Grants - Administration
Cabinet Committee on Social Policy - Meetings
Community Mental Health Services - Annual Report Documentation
District Health Councils - Area Planning Coordinators
Estimates and Actual Resources System
External Appraisers of Research Applications - Registry
Health Care Systems Research Grants - Registry
Health Care Systems Research Review Committee - Minutes
Health Disciplines Coordination
Health Research Personnel Awards - Register
Health Research Personnel Committee - Minutes
Incentive Grants - Applications and Agreements by Discipline
Labour, Material and Supervision (LMS) - Studies
Manpower Committee Files (health disciplines)
Medical Consents - Proposed Legislation
Ontario Medical Association (OMA) - Retrospective Study on Fee Schedules
Projects (health-related information requests, health care delivery systems, computer and general systems, health manpower services)
Research Grants Review Committees - Lists

Manuals

Issued to staff to provide policies and procedures governing district health councils, guidelines and procedures for addressing requests for personal information, and guidance on administrative and operational policies and procedures.

Assessment of Research Applications - Guidelines
Corporate Policy and Procedures
Health Research and Development Grants - Brochure
Research Grants Review Committees - Procedures

Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

Freedom of Information and Protection of Privacy Act Requests

Also contain information on bursaries and fellowships for consultants, and the eligibility of immigrant physicians for post-graduate medical training in Ontario.

Bursary Program - Dental, Medical, Occupational Therapy, Physiotherapy, Speech Pathology and Audiology and Chiropody Practitioners

Location: Underserviced Area Program. **Legal Authority:** Ministry of Health Act, R.S.O. 1980, c.280; O. Reg. 438/83 (Dental); O. Reg. 437/83 (Medical); O. Reg. 289/84 (Occupational Therapy); O. Reg. 488/82 (Physiotherapy); O. Reg. 440/84 (Speech/Audiology); O. Reg. 424/87 (Chiropody). **Information Maintained:** Name, address, education record, confidential report from faculty concerning completion of previous academic year and persons awarded/not awarded bursaries. **Uses:** Evaluate and support decisions to award bursaries. **Users:** Program consultants, administrative staff. **Individuals in Bank:** Third- year, fourth-year, and post-graduate dental, medical, physiotherapy, occupational therapy, speech, audiology and chiropody students. **Retention and Disposal:** Five years, then transferred to archives.

Fellowship Applications

Location: Corporate Policy Division, Training and Research Branch, **Legal Authority:** Ministry of Health Act, R.S.O. 1980, c.280, s.10. **Information Maintained:** Name, address, education, employment history, Social Insurance Number, assessments, contract, record of payments. **Uses:** Decide eligibility and merit for a fellowship award. **Users:** Branch administrative staff, staff of the ministry's central accounting section. **Individuals in Bank:** Applicants. **Retention and Disposal:** Eight years, then destroyed.

Incentive Programs - Dentists, Physicians,

Physiotherapists, Occupational Therapists, Speech Pathologists/Audiologists, Chiropodists

Location: Underserviced Area Program. **Legal Authority:** Ministry of Health Act, R.S.O. 1980, c.280, s.7(a) and (b) and s.10(b) (Medical); R.R.O. 1980, Reg. 658, Part 2 (Dental); R.S.O. 1980, c.280. **Information Maintained:** Name, address, education, references. **Uses:** Evaluate eligibility for and support incentive awards to dentists, dental specialists (periodontists only), physicians, medical specialists, physiotherapists, occupational therapists, speech pathologists, audiologists and chiropodists to practise in designated underserviced areas. **Users:** Program consultants and administrative staff. **Individuals in Bank:** Applicants. **Retention and Disposal:** Ten years, then transferred to archives.

Physicians - Immigration Application Files

Location: Policy Development and Research Division. **Legal Authority:** Ministry of Health Act, R.S.O. 1980, c.280, s.6(2)(b); federal-provincial agreement. **Information Maintained:** Name, sex, date of birth, country of birth, citizenship, address, Employment and Immigration Canada registration number, College of Physicians and Surgeons licence number, name and address of training institution, amount and source of funding, marital status, references, education, employment history. **Uses:** Decide eligibility for permanent landed immigrant status or temporary employment visas; ensure applicants follow criteria for continuing post-graduate status; provide background information, statistics. **Users:** Manpower Planning Division administrative staff, section consultants, manager and director, Physician Immigration Review Committee. **Individuals in Bank:** Foreign post-graduate medical students applying for medical training or for landed immigrant status. **Retention and Disposal:** Not determined.

Research Applications - Project Grants and Personnel Awards

Location: Corporate Policy Division, Training and Research Branch. **Legal Authority:** Ministry of Health Act, R.S.O. 1980, c.280, s.10. **Information Maintained:** Name, education, employment history, assessments, record of payments, supervisor's name, education and employment. **Uses:** Decide eligibility and merit for grants and awards; make recommendations for awards. **Users:** Payments Unit administrative staff, Health Care Systems Research Review Committee, Health Research Personnel Committee, Health System-Linked Research Units Grants Review Committee, individuals in and outside of government involved in assessing applications. **Individuals in Bank:** Applicants and supervisors. **Retention and Disposal:** Six years, then destroyed.

Health Insurance and Systems

The group is responsible for program and divisional activities related to health insurance, claims payment and information systems. The group is comprised of three divisions: Health Insurance Division consisting of Systems Development Branch, Systems Support Branch, and User Support Branch; Claims Payment Division consisting of District Offices; and Information Systems Division consisting of Client Services Branch and Provider Services Branch.

General Classes or Types of Records

Contain information on audit policy, procedures, guidelines and internal administration, general administrative, financial and supply matters, policy and procedures for accounting, administration, licensing independent health facilities, supply, revenue control, systems development and operations, direction and administration of Health Insurance and alternative funding, access to health insurance coverage, premium collection, insured service delivery and claims processing, personnel administration, and advisory and staff development services.

Annual Return of Hospitals, Facilities and Services
Budgets, Licences and Settlements for Funded Agencies
Computer Systems - Documentation
Corporate Planning and Programs
Daily Premium Receipts
Extended Health Care
Federal Interprovincial Arrangements
Fee Negotiations
Group Premiums
Hospital and Facilities Rated - Bed Capacity
Independent Health Facilities - Fund, License, Q/A, Inspection
Insured Services Fee Schedules
Interprovincial Hospital Reciprocal Billing System
Medical/Facility Claims - Adjudication
Medical/Facility Claims - Payment Processing and Policy
Microrecording Certificates and Documentation
Non-Group Premiums - Processing and Policy
Northern Health Travel Grant
Ontario Health Insurance Plan - Financial Aspects (premium cashiering, hospital payments, cheques, pay-direct and group charge, receipts, refunds, ledgers, authorizations, interim payments for physicians)
Out-of-Province Hospital/Physician Payment System
Payment Verification Systems Reports
Physician/Practitioner Review
Physicians - Statistical Information
Practitioner Claims - Payment Processing Policy
Professional Governing Bodies
Provision of Health Services
Statistical Information and Reports
Statistical Reports and Tabulations (OHIP enrolment, etc.)
Systems Security
Technology, Software and Telecommunications Vendors

Manuals

Issued to staff and ministry managers to provide guidelines on administrative, financial and procurement policy and procedures, as well as Health Insurance program delivery. Issued to clients to assist them in obtaining special services. Issued to Ontario psychiatric hospitals and laboratory services to provide policy on finance and accounting procedures and to practitioners, group subscribers and hospitals to provide guidelines on Hospital Insurance administrative and operational policies and procedures.

Administrative Policy Manual
Claims Assessment
Collection Procedures
Facilities - Financial/Accounting Management
Health Insurance Bulletins (practitioners)

Health Insurance Guide for Group Administrators
IHF Guidelines for DHCs
Information Systems Division - Policy and Procedures
Input Specifications - Magnetic Tape/8" Diskettes
Medical Claims Processing Guidelines (vols 1 and 2 medical rules)
Northern Health Travel Grant
Occupational Health & Safety Manual
Out-of-Country Claims Policy
Out-of-Province/Out-of-Country Claims Procedure
Payment for Out-of-Province Services
Payments Systems (Northern health, medical claims, health insurance, premium, cashiering and refunds, interprovincial
hospital, reciprocal billing, reconciliation)
Registration Program General Information Implementation Plan Manual
Security Handbook and Manual

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Career Planning/Training
Central Attendance Recording System (CARS)
Employment Application Inventory
Employment Equity Program
General Employment History and Payroll Information
Grievances and Applications
Identity/Employee Card
Integrated Payroll, Personnel and Employee Benefits System
(IPPEBS)
Job Competitions
Library Users Lists
Medical Information (Personnel)
Ombudsman/Human Rights Commission
Performance Management
Travel/Expense Accounts
Workers' Compensation

Also contain information relating to enrolment for health insurance, licensing, funding, assessing and inspecting independent health facilities, eligibility for coverage, claims and claims processing, subscribers and opted-in practitioners, Northern Health Travel Grant applicants, and insurance claims administration.

Correspondence/Files - Insured Persons and General Public

Location: Claims Payment Division and Health Insurance Division. **Legal Authority:** Health Insurance Act, R.S.O. 1980, c.197, s.10, Independent Health Facilities Act, R.S.O. 1989, s.3,5,6,9,18,36. **Information Maintained:** Name, address, inquiries, health insurance number and name in which coverage is registered, enrolment, financial and medical information, premium payment and refund information, decisions of the Medical Eligibility Committee and Health Service Appeal Board, legal opinions, court orders, subpoenas, decisions and recommendations. **Uses:** Determine eligibility for enrolment and for coverage of dependents; determine entitlement to premium or temporary assistance, premium exemptions and refunds; determine eligibility for Northern Health Travel grants; update enrolment system; assess claims; provide background data for the development of Ministry of Health program policy; compile statistics. **Users:** Health Insurance Division staff, authorized ministry officials, Legal Services Branch staff, Health Service Appeal Board, other specifically authorized agencies. **Individuals in Bank:** Health Insurance subscribers, applicants for Northern Health Travel grants, members of the general public inquiring about enrolment, claims or grants. **Retention and Disposal:** One to ten years, then destroyed.

Correspondence/Files - Physicians and Practitioners/Facility Operators

Location: Health Insurance Division, Claims Payment Division. **Legal Authority:** Health Insurance Act, R.S.O. 1980, c.197, s.10, Independent Health Facilities Act, R.S.O. 1989, s.3,5,6,9,18,36. **Information Maintained:** Name, address, inquiries, medical and enrolment information, Independent Health Facilities license information, fees claimed and paid for insured services and facilities, physicians/practitioners/Independent Health Facility registration number, address, telephone number, professional qualifications, licensing information, financial and billing information, review committee's referral information and decisions, decisions of the Health Services Appeal Board/Health Facilities Appeal Board and the courts, third party representation, legal opinions, court orders, subpoenas, staff decisions and recommendations. **Uses:** Respond to inquiries about claims registration, physician, practitioner and facility operator reimbursements and the Northern Health Travel Grant Program; monitor physicians', practitioners' and facility operators' billing; assess entitlement to insurance registration and licensing; determine whether or not to make referrals to the review committee or other specifically authorized agencies; compile statistics; provide information as required. **Users:** Health Insurance Division, Claims Payment Division staff, authorized ministry officials, Legal Services staff, Health Service Appeal Board, other specifically authorized agencies. **Individuals in Bank:** Physicians/practitioners registering or making claims for payment, independent facility operators, or whose practices are under review by the Ministry of Health. **Retention and Disposal:** Ten years, then destroyed.

Enrolment Decisions - Special Review Committee

Location: Health Insurance Division, Claims Payment Division. **Legal Authority:** Health Insurance Act, R.S.O. 1980, c.197, s.11 and s.15; R.R.O. 1980, Reg. 452, s.35. **Information Maintained:** Name, Health Insurance number, address, telephone number, financial information or residency information, decisions of staff and special committee. **Uses:** Assess applications for enrolment and assistance which have been refused; provide case information to Health Services Appeal Board; respond to inquiries; provide statistics. **Users:** Health Insurance Division and Claims Payment Staff, committee members, Health Services Appeal Board, authorized ministry officials. **Individuals in Bank:** Individuals requesting further consideration of their applications for enrolment or assistance. **Retention and Disposal:** Three years, then destroyed.

Hospital Admission and Discharge Files (Ontario)

Location: Claims Payment Division. **Legal Authority:** Health Insurance Act, R.S.O. 1980, c.197; R.R.O. 1980, Reg. 452, s.65. **Information Maintained:** Patient's name, age, sex, date of birth, Health Insurance number, subscriber's name, relationship to subscriber, admission and discharge dates, hospital and register number, microfilm number, enrolment information. **Uses:** Determine eligibility for insured benefits; identify Ministry of Health's right of subrogated recovery; assess complicated surgical claims; investigate allegations of fraud; allow ministry to determine hospital stays by Health Service Organization patients relative to other patients; provide statistics. **Users:** Staff of Health Insurance Division, Claims Payment Division, Insurance Systems Division, Health Service Organizations, Community Health Programs Branch, Ministry of Health medical consultants, authorized ministry officials, Legal Services Branch, Attorney General's counsel and Health Service Appeal Board. **Individuals in Bank:** Patients in Ontario hospitals (except psychiatric hospitals). **Retention and Disposal:** Seven years, then destroyed.

Hospital Claims (out-of-country)

Location: Health Insurance Division, Claims Payment Division. **Legal Authority:** Health Insurance Act, R.S.O. 1980, c.197, s.24(1); R.R.O. 1980, Reg. 452, s.57 and s.58. **Information Maintained:** Patient name, date of birth, sex, Health Insurance number and subscriber's name, relationship to subscriber, residency information, insured service(s), diagnostic code, hospital admission and discharge dates, fees billed and paid, payment type, payee's name and address, claim number, source- document number, medical information. **Uses:** Assess and pay out- of-province hospital claims; respond to patient and hospital inquiries; investigate allegations of fraudulent claims; respond to court orders and subpoenas; confirm hospital claims for payment or subrogated recovery; monitor claims payment program; provide health care statistics for research and program development purposes. **Users:** Staff of Claims Payment Division, Information Systems Division, and Finance and Accounting, authorized ministry officials, Health Services Appeal Board, and authorized agencies. **Individuals in Bank:** Persons for whom claims for payment for insured services have been submitted to the plan by out-of-province hospitals. **Retention and Disposal:** Seven years, then destroyed.

Hospital Medical Records Institute - Master File

Location: User Support Services Branch. **Legal Authority:** Public Hospitals Act, R.S.O. 1980, c.410, s.29(p). **Information Maintained:** Demographic and clinical data, hospital number, OHIP number, age, sex, postal code, length of stay, diagnoses, surgical procedures. **Uses:** Compile statistics annually on utilization, morbidity groupings, geographic distribution, surgical procedures, and bed allocations; provide statistics for ad hoc studies by planners, epidemiologists, etc. **Users:** Branch staff. Aggregate data provided to hospital area teams, area planning coordinators, District Health Councils, Public Health Branch, researchers, and the federal government. **Individuals in Bank:** Inpatients discharged from or who died in acute care, chronic care, or rehabilitation hospitals. **Retention and Disposal:** Not determined.

Independent Health Facilities

Location: Health Insurance Division. **Legal Authority:** Independent Health Facilities Act, R.S.O. 1989. **Information Maintained:** Facility name, registration number, address, site plans, organization charts, position descriptions, providers, provider registration numbers, provider qualifications; facility owner/operator name, address, corporate information, business experience; applications for licence, transfer, relocation, expansion; method of payment, types of services, quality assurance data and reports, inspection data and reports, facility monitoring system; conditions of licence for each facility. **Uses:** Monitor, determine eligibility in order to issue, renew or revoke licences; determine funding, record and generate payment; determine recoverable amounts; investigate allegations of fraud; inspect; assess quality assurance; compile statistics and make reports. **Users:** Staff of Health Insurance Division, Information Systems Division, and Finance and Accounting, Legal Services Branch counsel, authorized ministry officials, Health Services Appeal Board, Health Facilities Appeal Board, College of Physicians and Surgeons of Ontario and District Health Councils. **Individuals in Bank:** Facility owners/operators, physicians and other persons who are involved in the provision of services in the independent health facility. **Retention and Disposal:** Not determined.

Inpatient Psychiatric Forms

Location: Systems Support Branch, Statistics and Data Entry Section. **Legal Authority:** Mental Health Act, R.S.O. 1980, c.269, s.60(b) and (v). **Information Maintained:** Facility number, sex, age, date of birth, case number, residence, date of admission, marital status, education, source of referral, method of admission, transfer-in, previous psychiatric admission, diagnosis on admission, transfer-out, disposition, diagnosis on separation, cause of death, date of separation. **Uses:** Compile statistics; evaluate trends in patient movement; provide data for morbidity studies. **Users:** Branch administrative staff, research staff, Mental Health Branch staff. Aggregate information available to Statistics Canada. **Individuals in Bank:** Inpatients of psychiatric hospitals and psychiatric units in general public hospitals. **Retention and Disposal:** 18 months, then destroyed.

In-Residence Reports

Location: Systems Support Branch, Statistics and Data Entry Section. **Legal Authority:** Public Hospitals Act, R.S.O. 1980, c.378, s.39(n). **Information Maintained:** Hospital number, name and address of hospital, hospital register number, patient's place of residence (city, town or village, county), age, sex, date of last admission, diagnosis. **Uses:** Provide aggregate data on chronic care activity. **Users:** Branch administrative staff. **Individuals in Bank:** Inpatients of chronic-care hospitals as of midnight March 31. **Retention and Disposal:** Five years, then destroyed.

Integrated Inpatient File (HMRI/OHIP admission and discharge data)

Location: User Support Branch. **Legal Authority:** Public Hospitals Act, R.S.O. 1980, c.410; as amended, S.O. 1981, c.25; Health Insurance Act, R.S.O. 1980, c.197. **Information Maintained:** Inpatient's demographic, clinical, and insurance information, hospital number, name, OHIP number, age, sex, postal code, length of stay, diagnoses, surgical procedures, other clinical and insurance data. **Uses:** Collect and maintain records for Cancer Registry, congenital anomalies reporting system, perinatal files, disease registry systems and other applications involving patient-specific data. **Users:** Authorized staff of Ontario Cancer Treatment and Research Foundation, Health and Welfare Canada, Public Health Branch. Other users receive aggregated data only. **Individuals in Bank:** Inpatients discharged from or who died in acute care, chronic care, or rehabilitation hospitals.

Retention and Disposal: Not determined.

Interprovincial Reciprocal Billing System for Hospitals

Location: Claims Payment Division and Health Insurance Division. **Legal Authority:** Health Insurance Act, R.S.O. 1980, c.197; as amended, S.O. 1984, c.55, s.217. **Information Maintained:** Name, plan registration number, Health Insurance number, date of birth, sex, date of admission to hospital, type and cost of service received. **Uses:** Determine payments to hospitals in other provinces for care received by Ontario residents and to hospitals in Ontario for care received by residents of other provinces. **Users:** Claims Payment Division, authorized Health Insurance Division staff, Professional Services Branch and Information Systems Division staff. **Individuals in Bank:** Ontario residents receiving hospital care in other provinces. **Retention and Disposal:** Six years, then destroyed.

Legal Requests for Insured-Service Listings

Location: Claims Payment Division. **Legal Authority:** Health Insurance Act, R.S.O. 1980, c.197, s.10. **Information Maintained:** Name, Health Insurance number, subscriber's name, age, sex, address, claims history, accident information, enrolment history, legal opinions, court orders, subpoenas, staff recommendations. **Uses:** Respond to court orders, subpoenas, requests from insured persons and their legal representatives; provide statistics. **Users:** Subrogation staff, authorized ministry officials. **Individuals in Bank:** Insured persons whose insured-service histories have been requested. **Retention and Disposal:** Not determined.

Malpractice Insurance Premium Reimbursement/Liability Protection Coverage Reimbursement

Location: Health Insurance Division. **Legal Authority:** Health Insurance Act, R.S.O. 1980, c.197, s.2. **Information Maintained:** Doctor's name, chiropractor's name, title, address, telephone number, licence number, OHIP registration number, specialty code. Canadian Medical Protective Association class category, Canadian Medical Protective Association acknowledgement or equivalent. **Uses:** Process reimbursement application; request payment from Treasury and Economics; determine eligibility; monitor program; provide statistics; respond to inquiries. **Users:** Health Insurance Division, Finance and Accounting Branch, Ministry of Treasury and Economics, Ministry of Government Services, Payments Branch, Legal Services Branch and Insurance Systems Branch. **Individuals in Bank:** Doctors/chiropractors applying for Malpractice Insurance Premium Reimbursement or Liability Protection Coverage Reimbursement. **Retention and Disposal:** Seven years, then destroyed.

Medical Claims Reference File (CREF)

Location: Health Insurance Division, Claims Payment Division, Information Systems Division. **Legal Authority:** Health Insurance Act, R.S.O. 1980, c.197, s.24. **Information Maintained:** Health Insurance number, patient's surname and given names, date of birth, sex, insured service history, fees, reasons for adjustments, practitioner's OHIP registration number, referring physician's OHIP registration number, hospital number and admission date, claims number, practitioner's name, address and option status, payee's address, other medical information. **Uses:** Assess and pay claims and alternate payments; confirm claims for payment or subrogated recovery; monitor physician's/practitioner's billings; generate claims-verification letters; provide statistics and analysis; identify abnormal service patterns; investigate allegations of fraud. **Users:** Staff of Health Insurance Division, Claims Payment Division, Information Systems Division, Finance and Accounting Branch, Legal Services Branch, and Community Health Programs Branch, Medical Review Committee, Ministry officials, Ontario Medical Association Tariff Committee, Health Service Appeal Board, and other specifically authorized agencies. **Individuals in Bank:** Persons claiming payment for the insured services of physicians, chiropractors, osteopaths, dentists, optometrists, podiatrists, physiotherapists and laboratories who bill on a fee-for-service basis, providers of such services (physicians, etc.). **Retention and Disposal:** Seven years, then destroyed.

Northern Health Travel Grant (NOTS)

Location: Health Insurance Division. **Legal Authority:** Ministry of Health Act, R.S.O. 1980, c.280; O. Reg. 596/85. **Information Maintained:** Patient's name, address, date of birth, Health Insurance number, sex, parent's/guardian's name and initials, referring practitioner and treating specialist's OHIP registration number, treatment details, residence code, grant amount, mode of travel, km distance travelled, hospital name and location, date of service, travel receipts, companion's name, address, microfilm number, medical diagnosis, reason for referral. **Uses:** Process grant application; request payment of grant from Treasury and Economics; determine eligibility for travel grants; monitor program; provide statistics; respond to inquiries. **Users:** Staff of Northern Health Travel Grant, Finance and Accounting Branch, Ministry of Government Services, Payments Branch, Legal Services Branch, Professional Services Branch and Information Systems Division. **Individuals in Bank:** Residents of northern Ontario applying for a Northern Health Travel grant, travelling companions, referring physicians, treating specialists. **Retention and Disposal:** Seven years, then destroyed.

OHIP - Accounts Receivable

Location: Claims Payment Division. **Legal Authority:** Health Insurance Act, R.S.O. 1980, c.197, s.24 and s.48. **Information Maintained:** Name, age, sex, address, Health Insurance number, subscriber's name, telephone number, marital status, employment history, financial information, claims, history of claims payments or premium payments, legal opinions, staff recommendations. **Uses:** Recover overpayments; respond to inquiries; provide statistics. **Users:** Recovery and Collection staff, authorized ministry officials, Legal Services Branch counsel. **Individuals in Bank:** Physicians and practitioners from whom overpayments are to be recovered, directors and officers of corporate employers and collectors responsible for defaults in group premium payments, ineligible recipients of Health Insurance benefits. **Retention and Disposal:** Seven years, then destroyed.

OHIP Enrolment - Subscriber Administration System (SAS)

Location: Claims Payment Division, Health Insurance Division. **Legal Authority:** Health Insurance Act, R.S.O. 1980, c.197, s.10 to s.17; R.R.O. 1980, Reg. 452, s.1 to s.36. **Information Maintained:** Surname and initial of person in whose name coverage is registered, Health Insurance number, coverage history and type, premium payment and billing history, date of original enrolment, microfilm control number, address, employer or collector group number, alternate surnames covered, welfare agency number, name in which Health Insurance number was previously registered, telephone number, dependents names and dates of birth, residency and immigration information, employment and financial information, public assistance recipient's identification number. **Uses:** Determine eligibility for Health Insurance coverage; assign Health Insurance numbers; generate invoices; generate renewal applications and acknowledgements for premium assistance; record and generate refunds; respond to enrolment inquiries; monitor program and system performance; provide statistics; investigate allegations of fraud; determine recoverable amounts in cases of unpaid premiums; respond to court orders and subpoenas; determine eligibility for enrolment or continued enrolment; determine eligibility for premium exemption or assistance. **Users:** Enrolment, Special Services Unit, and claims processing staff, Subrogation, Recovery and Collection staff, Finance and Accounting Branch staff, Emergency Health Services Branch staff, Information and Systems Division staff, ministry officials, Legal Services Branch counsel; Health Services Appeal Board, Community Health Programs Branch and other specifically authorized agencies. **Individuals in Bank:** Registered Subscribers, individuals applying for coverage. **Retention and Disposal:** Seven years, then destroyed.

Out-of-Province Travel

Location: Claims Payment Division. **Legal Authority:** Health Insurance Act, R.S.O. 1980, c.197; R.R.O. 1980, Reg. 452, s.35. **Information Maintained:** Name of insured person, Health Insurance number and name in which coverage is registered, address, reason for absence, expected date of return, notice of return and staff decisions regarding cancellation. **Uses:** Assess eligibility for continued Health Insurance coverage; provide case information to Health Services Appeal Board; respond to inquiries. **Users:** Enrolment, Special Services Unit and claims-processing staff, special committee, Health Services Appeal Board, authorized officials. **Individuals in Bank:** Insured persons notifying the plan of a temporary absence (exceeding three months) from Ontario. **Retention and Disposal:** Not determined.

Placement and Support Services (PASS)

Location: Systems Support Branch, Statistics and Data Entry Section. **Legal Authority:** Ministry of Health Act, R.S.O. 1980, c.280, s.6(d). **Information Maintained:** Name, OHIP number, date of birth, residence code, date of discharge, date ready for discharge, type of bed occupied, hospital master number, discharge to institution, placement service provided by, optimum placement accommodation, actual placement accommodation, unavailable support services, reason for non-optimum placement, reason for delay in placement. **Uses:** Provide personal identification to verify data; compile statistics on placement load, delays in placement, shortages, replacements, unavailable support services; provide planning information. **Users:** Editing clerk, computer-support staff, internal ministry consultants; district health councils. **Individuals in Bank:** Individuals for whom placement services are provided. **Retention and Disposal:** Paper retained until data input verified, then destroyed; computer retention not determined.

Practitioner Registry (HRR)

Location: Health Insurance Division, Claims Payment Division. **Legal Authority:** Health Insurance Act, R.S.O. 1980, c.197, s.21 to s.24. **Information Maintained:** Name, OHIP registration number, address, telephone number of provider or provider group, names of group members, sex, professional qualifications, specialty and licensing information with effective dates, fee payment information, billing information including option status, submission, billing agent, source-document numbers, practitioner's OHIP registration numbers, hospitals where physician/practitioner has privileges, name of university. **Uses:** Confirm entitlement; determine manner in which fees are to be paid; generate mailing information; monitor practitioners' billings; identify practitioners for payment recovery purposes; produce lists of practitioners, registered physicians and hospitals; respond to inquiries; provide statistics. **Users:** Staff of Health Insurance Division and Subrogation, Recovery and Collections, authorized ministry officials, Legal Services Branch, Ontario Drug Benefit Plan, Finance and Accounting Branch and Information Systems Division. **Individuals in Bank:** Practitioners in Ontario and some from outside Ontario applying for OHIP registration. **Retention and Disposal:** 50 years, then destroyed.

Psychiatric Hospitals - Annual Census

Location: Systems Support Branch, Statistics and Data Entry Section. **Legal Authority:** Mental Health Act, R.S.O. 1980, c.269, s.60(b) and (v). **Information Maintained:** Hospital number, case book number, sex, county, hospital status, date of birth, method of admission, diagnosis, date of current admission. **Uses:** Compile aggregate data for publication. **Users:** Ministry consultants, research staff (aggregate data only). **Individuals in Bank:** Patients in residence at midnight, March 31, or on leaves of absence for three days or less for all psychiatric hospitals. **Retention and Disposal:** Six months, then destroyed.

Reciprocal Billing of Medical Claims

Location: Health Insurance Division, Claims Payment Division. **Legal Authority:** R.R.O. 1980, Reg. 452, s.59. **Information Maintained:** Physician's OHIP number, referring physician's registration number, hospital number, admit date, in or out patient indicator, patient's provincial registration number, name, date of birth, sex, provincial code, fee schedule code, amount billed, number of services, date of service, diagnostic code, adjustment details. **Uses:** Assess and pay medical claims in the host province at the host province rate; resolve payment inquiries. **Users:** Claims Payment Division processing staff, Finance and Accounting staff, Information Systems Division staff and authorized personnel from other provinces. **Individuals in Bank:** Ontario residents receiving health care in other provinces and other provincial residents receiving health care in Ontario. **Retention and Disposal:** Six years, then destroyed.

Subrogation and Workers' Compensation Cost-Recovery Records

Location: Claims Payment Division. **Legal Authority:** Health Insurance Act, R.S.O. 1980, c. 197, s.1(h), s.35 to s.42 and s.52(5). **Information Maintained:** Subrogation file number, name, Health Insurance number, name of subscriber, age, sex, accident information, claims history, medical information, employment information, Workers' Compensation Board coverage information, Social Insurance Number, enrolment history, settlement information, legal opinions, staff recommendations. **Uses:** Recover costs for past and future insured services; answer inquiries; obtain reimbursement from Workers' Compensation Board; provide statistics. **Users:** Subrogation staff, authorized ministry officials, Legal Services Branch staff. **Individuals in Bank:** Insured individuals injured by another person or in the course of their employment, other individuals involved in the accident. **Retention and Disposal:** Seven years after case closed, then destroyed.

Tenders and Contracts

Location: Systems Support Branch, Information Systems Division. **Legal Authority:** Ministry of Health Act, R.S.O. 1980, c.280. **Information Maintained:** Profile, name, address, resume, rates, selection criteria, ranking, contract if awarded. **Uses:** Provide information on tendering for systems development and operations; maintain details on progress of tenders; ensure payment of funds; ensure adherence to the terms of agreement; may be subject to provincial audit. **Users:** Information Systems Division's professional and administrative staff, ministry clients. **Individuals in Bank:** Vendors submitting proposals for contract services. **Retention and Disposal:** Six years, then destroyed.

Therapeutic Abortions Report

Location: Systems Support Branch, Statistics and Data Entry Section. **Legal Authority:** Statistics Act, R.S.C. 1971-72, subject to secrecy requirements of c.15, s.5(a), s.16 and s.251(b); Criminal Code of Canada, R.S.C. 1970, c.34. **Information Maintained:** Hospital name and location, residence of patient, date of birth, marital status, first day of last normal menses, date fetus removed, days of inpatient stay, number of previous deliveries, number of previous abortions, operative procedure, sterilizations, complications. **Uses:** Provide aggregate data for family-planning studies. **Users:** Branch staff. Aggregate data provided to ministry research staff and Statistics Canada. **Individuals in Bank:** Individuals receiving therapeutic abortions. **Retention and Disposal:** Two years, then destroyed.

Unauthorized Payment (Health Care Accessibility Act)

Location: Health Insurance Division. **Legal Authority:** Health Care Accessibility Act, S.O. 1986, c.20. **Information Maintained:** Name, address, telephone number, date of birth, sex, practitioner's name, registration number of person seeking declaration under this act, claim number, claim type, date of service, amount paid to the practitioner, amount reimbursed by OHIP, claims history, proof of payment to the practitioner, copies of practitioner's remittance advice, and relevant correspondence. **Uses:** Investigate and process requests for reimbursements of unauthorized payments to practitioners; provide statistics; respond to inquiries. **Users:** Staff of Health Insurance Division, Ministry of Health Legal Branch. **Individuals in Bank:** Residents of Ontario and practitioners. **Retention and Disposal:** Not determined.

Community Health and Support Services

The group provides a focus for Community Health Services in Ontario. It supports health units in the community; manages home care services, health service organizations and community health programs, including mental health, alcohol- and drug-dependency programs, and the Homes for Special Care Program. The group comprises Community Support Services Division consisting of Residential Care Branch, In-Home Services Branch and Long Term Care Policy Branch; and the Community Health Programs Division consisting of Community Health Branch, Community Mental Health Branch, Public Health Branch and Health Promotion Branch.

General Classes or Types of Records

Contain information on design of health-promotion and disease- prevention programs; long-range disease-prevention and home care programs, Health Services Organization and Community Health Centres (HSO/CHC) agreements, placement coordination, toxicology, environmental health, disease control, epidemiology programs and services, and special projects and statistics. Also include information on programs of Community Mental Health Services, alcohol- and drug-dependency programs, the Homes for Special Care Programs, community mental health proposals and plans, studies and surveys, taskforce and committee reports, and regional and statistical data.

Approved Homes
Approved Homes - Certification
Area Medical Officers' Local Health Agency
Children in Need of Treatment System
Chronic Disease Prevention
Clinic Services Branch
Community Advisory Boards for Provincial Psychiatric Hospitals
Community Files (by discipline)
Community Health Activity Resources Information Systems
Community Health Protection
Community Mental Health Services Program
Community Mental Health Services Program - Budgets
Communicable Diseases and Epidemiology - Returns and Reports
Computerized Financial and Statistical Data Contingency Planning
Dental Health Program Files and Indices
Environmental and Occupational Health
Environmental Assessment Reports
Epidemiology
Health Service Organization/Community Health Centres (HSO/CHC) Program
Health Unit - Public Health Inspection Statistical Data
Healthy Adolescents Program Records
Healthy Adults Program Records
Healthy Children Program Records
Healthy Elderly Program Records
Home Care Program - Correspondence and Financial Information
Homes for Special Care Program
Homes for Special Care Program - Licensing
Homes for Special Care Program - Policy and Procedures
Local Health Agencies - Budgets
Local Health Agencies - Veterinary and Public Health, Public Health Engineering
Milk Products and Pasteurization Plants Inspection and Monitoring
Monthly Summaries of Milk Laboratory Reports
Nursing Homes - Case Information (including inspections and license renewals)

Nursing Homes - Complaint Register and Reports
Nursing Homes - Incident Reports
Nursing Homes - Plans and Specifications
Nursing Homes - Query System
Nutrition Promotion Program Records
Physical Activity Promotion Program Records
Physicians' Correspondence Proposals for Nursing Home Beds
Placement Coordination Services Program
Public Health Interests (inspections, VD control, veterinary public health)
Public Interest Evaluation Reports
Report of Notifiable Diseases to Statistics Canada
Reproductive Health Program Records
Sexual Health Program Records
Slaughterhouses and Meat-Processing Plants
Special Health Promotion Projects
Substance Abuse Prevention Program Records
Summer Camp Licensing (inactive files since divestment)
Swimming Pool Approval
Task Forces and Project Teams
Tobacco Use Prevention Program Records
Tuberculosis Statistics System
Venereal Disease Clinics - Payments
Zoonoses

Manuals

Issued to staff of local community and public health agencies involved in program delivery to establish local policies and assist in responding to complex issues. Also issued to staff to assist in maintaining quality care for residents in homes for special care, approved homes, and to provide guidelines for ministry funded community based mental health, alcohol and drug programs.

Approved Homes
CHC Program Resource Manual
Children in Need of Treatment System - User's Guide
Community Mental Health Program
Compliance Management Program Manual (outlines standards and criteria for monitoring nursing home residents care and services)
Computer-Assisted Public Health Inspection - User's Guide
Computer-Assisted School Health Services - User's Guide
Health Services Organization Program - Policy and Procedures Manual
Ontario Home Care Administrative System Uses Guide
Ontario Home Care Policies and Procedures Manual
Ontario Home Care Program Financial Manual
Residential Services - Senior Citizens

Personal Information Banks

Contain home care, long-term placement, school health, public health system and services and perinatal mortality system.

Acquired Immunodeficiency Syndrome [service discontinued in 1989]

Location: Public Health Branch. **Legal Authority:** Health Protection and Promotion Act, S.O. 1983, c.10, as amended, S.O. 1984, c.55, s.227; O.Reg. 162/84. **Information Maintained:** Name, address, date of arrival in Canada, physician name, hospital name, patient status, date of death, details of diagnosed diseases indicative of AIDS, data of onset, social and risk factors, laboratory data, exclusion criteria, name of person completing form and telephone number. **Uses:** Monitoring and reviewing the incidence and disease trends in Ontario; monitor the progress of the disease. **Users:** Senior Medical Consultant, nurse epidemiologist, manager, Data Support Services, data clerk. **Individuals in Bank:** Patients diagnosed as having AIDS. **Retention and Disposal:** Not determined.

Adverse Reactions

Location: Public Health Branch. **Legal Authority:** Health Protection and Promotion Act, S.O. 1983, c.10; as amended, S.O. 1984, c.55, s.227; S.O. 1987, c.18 and c.32. **Information Maintained:** Patient's initials, age, sex, vaccine history and pertinent medical history (allergy history and concomitant diseases, etc.). **Uses:** Adverse reaction data bank for statistical analysis as bases for future recommendations related to vaccine usages. **Users:** Senior Medical Consultant, Disease Control Service staff. **Individuals in Bank:** Individuals who presented adverse reactions temporally associated with the administration of vaccines within the province of Ontario. **Retention and Disposal:** Two years, then destroyed.

Ambulatory Care Incentive Program (ACIP)

Location: Community Health Branch. **Legal Authority:** Ministry of Health Act, R.S.O. 1980, c.280, s.6(1)(d). **Information Maintained:** Name of rostered person, acute hospital utilization information respecting rostered persons in Health Service Organizations (HSOs) and Community Health Centres (CHCs). **Uses:** Determine eligibility for ACIP payment to HSOs; provide information to HSOs and CHCs reporting hospital use by rostered members; compare rates of hospital use and days of use between HSOs and CHCs by district and province. **Users:** HSO/CHC program coordinator, consultants, liaison clerks, statistical officer, HSO/CHC sponsors and staff, staff of Information and Systems Division and Audit Branch. **Individuals in Bank:** HSO and CHC rostered members. **Retention and Disposal:** Not determined.

Chest-Disease Service (patient index and records, abnormal x-rays, register of patients with inactive and prophylaxis tuberculosis) [service discontinued December 1982.]

Location: Ontario Government Records Centre. **Legal Authority:** Health Protection and Promotion Act, S.O. 1983, c.10; as amended, S.O. 1984, c.55, s.227; O. Reg. 162/84. **Information Maintained:** Name, medical history of patients (living and deceased) with chest diseases, clinic report, drug report, outpatient report, prescription and treatment record, name, address, sex and age, x- ray number, chart number and x-ray film, history of tuberculosis, treatment, occupation contacts. **Uses:** Maintain a cumulative record of patients' medical histories in order to provide information for diagnosis and treatment; provide information for retrospective research studies for ministries and outside agencies. **Users:** Physicians, hospitals, branch administrative clerk. **Individuals in Bank:** Patients with tuberculosis or chest abnormalities. **Retention and Disposal:** Patient records/index retained

40 years, then transferred to archives; x-rays retained 25 years, then destroyed; register retained 30 years, then transferred to archives.

Children in Need of Treatment System

Location: Public Health Branch. **Legal Authority:** Health Protection and Promotion Act, S.O. 1983, c.10; as amended S.O. 1984, c.55, s. 227; S.O. 1987, c.18 and c.32, O. Reg. 382/84. **Information Maintained:** Name, date of birth, sex, dental treatment, amount claimed by dentist and amount paid, dentist's name and number, social assistance indicators. **Uses:** Province- wide statistical data on numbers of children treated, average costs, overpayment reports, costs for children on social assistance, statistics on payment arrangements within health units. **Users:** Dental Consultant, Public Health Resource Service, data clerks, Manager, Data Support Services. **Individuals in Bank:** School children in Ontario who have received treatment under the program. **Retention and Disposal:** Variable, then transferred to archives on tape.

Communicable Diseases - Patient Files [service discontinued in 1989]

Location: Public Health. **Legal Authority:** Health Protection and Promotion Act, S.O. 1983, c.10; as amended, S.O. 1984, c.55, s.227; O. Reg. 162/84. **Information Maintained:** Name, address, age, sex, medical history, nature of illness, laboratory results, treatments. **Uses:** Surveillance purposes; epidemiological research. **Users:** Senior medical consultants, Disease Control Service (DCS), data clerks and supervisor. **Individuals in Bank:** Individuals with reportable communicable diseases. **Retention and Disposal:** Four years, then destroyed.

Communicable Diseases and Zoonoses - Laboratory Test Results [service discontinued in 1990]

Location: Public Health. **Legal Authority:** Health Protection and Promotion Act, S.O. 1983, c.10; as amended, S.O. 1984, c.55, s.227; O. Reg. 162/84. **Information Maintained:** Name, address, family doctor's name, diagnosis, results of serology tests for communicable disease including, meningeal infections, legionnaires and zoonotic diseases (toxoplasmosis, brucellosis, salmonellosis, leptospirosis, Listeriosis, psittacosis, Q Fever, tularaemia, Histoplasmosis, toxocariasis). **Uses:** Obtain information concerning diseases; maintain workload statistics; conduct epidemiological research; develop and apply suitable control procedures. **Users:** Senior medical consultant, Disease Control Service (DCS), data clerks and supervisor in Data Support Section (DSS). **Individuals in Bank:** Patients with communicable or zoonotic diseases. **Retention and Disposal:** Communicable disease records and zoonotic disease records retained two years, then destroyed.

Community Health Reimbursement System

Location: Community Health Branch. **Legal Authority:** Ministry of Health Act, R.S.O. 1980, c.280, s.6(1)(d). **Information Maintained:** Name, address, financial information on rostered members in Health Service Organizations (HSOs) and Community Health Centres (CHCs). **Uses:** Provide HSO capitation payment and subtract capitation negation; provide ministry and HSO/CHC sponsor's program with management information on medical services provided in all medical specialties. **Users:** HSO/CHC program coordinators, consultants, liaison clerks, statistical officer, HSO/CHC sponsors and staff, Information and Systems Division staff, Audit Branch and authorized OHIP staff. **Individuals in Bank:** HSO and CHC rostered members. **Retention and Disposal:** Six years, then destroyed.

Community Health Roster System

Location: Community Health Branch. **Legal Authority:** Ministry of Health Act, R.S.O. 1980, c.280, s.6(1)(d). **Information Maintained:** Name, address, OHIP number, date of birth, sex, medical information. **Uses:** Develop and maintain client records for Health Services Organizations (HSOs) and Community Health Centres (CHCs). **Users:** HSO/CHC program coordinator, consultants, liaison clerks, statistical officer, HSO/CHC sponsors and staff, staff of Information and Systems Division, Audit Branch, authorized OHIP staff. **Individuals in Bank:** OHIP subscribers and dependants enrolled with HSOs and CHCs. **Retention and Disposal:** Six years, then destroyed.

Computer-Assisted Public Health Inspection

Location: Data Support Services. **Legal Authority:** Health Protection and Promotion Act, S.O. 1983, c.10; as amended, S.O. 1984, c.55, s.227. **Information Maintained:** Business owner's name, address, health unit inspector's and area inspector's telephone numbers. **Uses:** Schedule inspections of establishments; record statistics on the frequency of inspections. **Users:** Public Health inspectors in health units, Manager, Data Support Services, senior consultants, Public Health Branch staff. **Individuals in Bank:** Owners of establishments to be inspected. **Retention and Disposal:** Variable, as determined by the Health Unit.

Computer-Assisted School Health Services

Location: Public Health. **Legal Authority:** Immunization of School Pupils Act, S.O. 1982, c.41; as amended, S.O. 1983, c.76; S.O. 1984, c.62. **Information Maintained:** Name, age, sex, health status and immunization records. **Uses:** Provide information on the immunization of school children. **Users:** Public Health nurses in the immunization program, senior consultants, Manager, Data Support Services, data clerks. **Individuals in Bank:** School children in Ontario. **Retention and Disposal:** Variable, then transferred to archives.

Congenital Anomalies Surveillance

Location: Public Health. **Legal Authority:** Ministry of Health Act, R.S.O. 1980, c.280, s.9. **Information Maintained:** Name, address, congenital anomaly, number and rate of specific congenital anomaly by county, trimester or month of birth, calendar year and residence of mother. **Uses:** Review incidence and trends of specific congenital anomalies; assess the need for follow-up action; assist in planning for services. **Users:** Ministry health planners. Aggregate statistics available to researchers, health units, district health councils, epidemiologists, staff of the Ministry of Environment and Ministry of Labour. **Individuals in Bank:** Newborns, still births and infant deaths with congential anomalies. **Retention and Disposal:** Not determined.

Dental Coach Program - Children's Dental Records

Location: Public Health Branch. **Legal Authority:** Ministry of Health Act, R.S.O. 1980, c.280, s.12(g). **Information Maintained:** Name, address, medical history, dental examination findings, x-rays, dental treatment provided. **Uses:** Record dental treatment provided. **Users:** Dental Coach Program staff, program consultant, administrative staff. **Individuals in Bank:** Pre- school and elementary school children in program areas. **Retention and Disposal:** Ten years after last file entry, then destroyed.

Encounter System (community health)

Location: Community Health Branch. **Legal Authority:** Ministry of Health Act, R.S.O. 1980, c.280, s.6(1)(d). **Information Maintained:** Patient name, address, encounters (visits), service provided by Health Service Organizations (HSOs) and Community Health Centres (CHCs). **Uses:** Provide audit assurance that services are delivered in HSOs and CHCs; provide program-wide service data to HSO/CHC program; provide aggregate statistical reports to HSO/CHC sponsors for management planning, and research studies. **Users:** HSO/CHC program coordinator, consultants, liaison clerks, statistical officer, HSO/CHC sponsors and staff, Audit Branch staff. **Individuals in Bank:** HSO/CHC patients. **Retention and Disposal:** Not determined.

Home for the Aged - Investigation Reports (Complaints and Incidents

Location: Local area offices of the Ministry of Community and Social Services. **Legal Authority:** Homes for the Aged and Rest Homes Act, R.S.O. 1980, c.203; Charitable Institutions Act, R.S.O. 1980, C.64. **Information Maintained:** Reviews, interviews, reports from investigating MCSS staff. May contain patient's medical history, records. **Uses:** Alert ho the aged. **Users:** Director, manager, regional directors, corporate staff, area managers, program supervisors. **Individuals in Bank:** Residents and staff of homes for the aged involved in serious incidents or complaints. **Retention and Disposal:** Retained in local area office: seven years, then destroyed if resident known to be deceased; 20 years, then destroyed if resident living.

Immigrant Medical Services

Location: Public Health Branch. **Legal Authority:** Health Protection Act, S.O. 1983, c.10 as amended S.O. 1984 c.55 s.227, O. Reg 162/82. **Information Maintained:** Name, address, data of birth, positive syphilis serology, country of origin, treatment. **Uses:** Surveillance of immigrants with a diagnosis of syphilis. **Users:** Senior Medical Consultant, Nursing Epidemiologist, administrative secretary, data clerk. **Individuals in Bank:** Immigrants with positive syphilis serology. **Retention and Disposal:** One year, then destroyed.

Immigrant Medical Services - Patients' Tuberculosis Records

Location: Public Health. **Legal Authority:** Health Protection and Promotion Act, S.O. 1983, c.10; as amended, S.O. 1984, c.55, s.227; O. Reg. 162/84. **Information Maintained:** Name, address, date of birth, chest x-ray data, country of origin, diagnosis, recommendations, file number. **Uses:** Surveillance of immigrants with abnormal chest findings; provide statistics. **Users:** Consultants, Disease Control Service; administrative secretary. **Individuals in Bank:** Immigrants with abnormal chest x-rays. **Retention and Disposal:** One year, then destroyed.

Immigrant Patient Chest-Disease Records (active and inactive)

Location: Public Health. **Legal Authority:** Health Protection and Promotion Act, S.O. 1983, c.10; as amended, S.O. 1984, c.55, s.227; O. Reg. 162/84. **Information Maintained:** Name, address, date of birth, medical history from country of origin, diagnosis and pertinent sponsorship data. **Uses:** Maintain a cumulative record of immigrants with active or inactive tuberculosis applying for entry into Canada; assist sponsor in bringing relatives who did not pass Immigration Department health requirements to Ontario. Not used for treatment purposes. **Users:** Senior medical consultant and administrative secretary. **Individuals in Bank:** Individuals with active or inactive tuberculosis applying to immigrate. **Retention and Disposal:** Files of individuals granted entry - one year, then transferred to archives; files of individuals not granted entry - two years, then transferred to archives.

Integrated Homemaker Information System

Location: Community Health and Support Services Division, In- Home Services Branch. **Legal Authority:** Homemakers and Nurses Services Act, R.S.O. 1980, c. 200. **Information Maintained:** Name, address, telephone number, type of service received, provider of the service. **Users:** Local Home Care directors and case managers, Community Support Services Division IHP coordinator, analysts and auditor. **Individuals in Bank:** Individuals admitted to local Integrated Homemaker Programs. **Retention and Disposal:** Five years, then destroyed.

Leprosy Case Register and Progress Reports [service discontinued in 1989]

Location: Public Health. **Legal Authority:** Health Protection and Promotion Act, S.O. 1983, c.10; as amended, S.O. 1984, c.55, s.227; O.Reg. 162/84. **Information Maintained:** Name, address, age, sex, country of birth, medical history, laboratory findings and treatment. **Uses:** Update leprosy register; organize distribution of drugs; record program activities; compile statistics. **Users:** Senior Medical Consultant, Disease Control Service staff, ministry consultant on leprosy, Data Support Section data clerk and supervisor. **Individuals in Bank:** Individuals with active leprosy. **Retention and Disposal:** Not determined.

Maternal Mortality

Location: Public Health. **Legal Authority:** Public Hospitals Act, R.S.O. 1980, c.410, s.60; R.R.O. 1980, Reg. 865. **Information Maintained:** Record of maternal deaths by cause, age, hospital, location of death and residence of women. **Uses:** Study causes and trends in maternal deaths in Ontario. **Users:** Ontario Medical Association Maternal Welfare/Perinatal Committee. **Individuals in Bank:** Women who died while pregnant or within 90 days after delivery. **Retention and Disposal:** Two years, then destroyed.

Newborn Screening Program for Inborn Errors of Metabolism

Location: Public Health. **Legal Authority:** Ministry of Health Act, R.S.O. 1980, c.280, s.9. **Information Maintained:** Name, date of birth, hospital of birth, residence, parents' names, diagnosis with treatment. **Uses:** Identify and treat infants with Phenylketonuria (PKU) and congenital hypothyroidism (CH); compile statistics on the incidence and trends of these diseases. **Users:** Regional treatment consultants, provincial laboratory staff, the Advisory Committee on Screening for Inherited Diseases in Infants. **Individuals in Bank:** Infants born with PKU and CH. **Retention and Disposal:** Indefinite for PKU; two years for CH.

Nursing Homes - Complaints Register

Location: Head Office and regional offices in Toronto, London and Ottawa. **Legal Authority:** Nursing Homes Act, R.S.O. 1980, c.320; as amended S.O. 1987, c.20. **Information Maintained:** Date of licensing and name of nursing home, complainant's name, nature of complaint and mode, date given to inspector, date of investigation, name of inspector and findings. **Uses:** Compile statistics. **Users:** Regional supervisors, inspectors, director, manager, administrative assistant, coordinators. **Individuals in Bank:** Nursing home staff, residents and residents' representatives. **Retention and Disposal:** Head Office files - 50 years, then destroyed; regional offices' files - two years, then destroyed.

Nursing Homes - Incident Reports

Location: Regional offices in Toronto, London and Ottawa. **Legal Authority:** Nursing Homes Act, R.S.O. 1980, c.320; as amended S.O. 1987, c.20. **Information Maintained:** Records of injury, medication and treatment errors, incidents of assault and fire, cases of communicable disease or death resulting from an accident or undetermined cause. **Uses:** Alert Nursing Homes Program staff to incidents requiring investigation; provide statistics. **Users:** Director, manager, administrative assistant, regional supervisors, inspectors, coordinators. **Individuals in Bank:** Residents and staff of nursing homes involved in incidents. **Retention and Disposal:** Two years, then destroyed.

Nursing Homes - Investigation Reports (complaints and incidents)

Location: Head Office, Residential Services Branch, Nursing Homes Program and regional offices in Toronto, London and Ottawa. **Legal Authority:** Nursing Homes Act, R.S.O. 1980, c.320. **Information Maintained:** Reviews, interviews, reports resulting from Nursing Homes Program staff investigation. May contain patient's medical history, records. **Uses:** Alert Nursing Homes Program staff to incidents which may require enforcement action; provide statistics. **Users:** Director, manager, administrative assistant, regional supervisors, inspectors, coordinators. **Individuals in Bank:** Residents and staff of nursing homes involved in serious incidents or complaints. **Retention and Disposal:** Head Office files - 50 years, then destroyed; regional offices' files - two years, then destroyed.

Nursing Homes - Licence Files

Location: Residential Services Branch, Nursing Homes Program. **Legal Authority:** Nursing Homes Act, R.S.O. 1980, c.320; as amended, S.O. 1987, c.20. **Information Maintained:** Name and address of licensee, name and address of nursing home, names and addresses of officers and directors of company. **Uses:** Licensing. **Users:** Director, manager, coordinators, Licensing Officer of Nursing Homes Program. **Individuals in Bank:** Licensee, officers and directors of nursing homes. **Retention and Disposal:** 50 years, then destroyed.

Nursing Homes - Residents' Files (closed nursing homes)

Location: Records Centre. **Legal Authority:** Nursing Homes Act, R.S.O. 1980, c.320; as amended, S.O. 1987, c.20. **Information Maintained:** Name, age, medical and drug history of resident, examinations, diagnoses, physician's orders and progress notes, billing and other accounting information. **Uses:** Investigations and statistics. **Users:** Director, manager, regional supervisors, coordinators, administrative assistant, inspectors and investigators from Coroner's Office. **Individuals in Bank:** Discharged or deceased residents of closed nursing homes. **Retention and Disposal:** Files of deceased/discharged residents - five years in nursing home, then transferred to archives; subject to archival selection.

Ontario Home Care Administration System (J401 AND J404)

Location: In-Home Services Branch. **Legal Authority:** Health Insurance Act, R.S.O. 1980, c.197, s.44; R.R.O. 1980, Reg. 452. **Information Maintained:** Name, address, telephone number, type of service received, provider of the service. **Uses:** Monitor the type and amount of service provided; ensure all cases receive services within the mandate of the program. **Users:** Local Home Care Program directors and case managers, Ministry of Health Home Care Program consultants, coordinator and auditors. **Individuals in Bank:** Individuals admitted to local Home Care Program. **Retention and Disposal:** Five years, then destroyed.

Perinatal Mortality Data

Location: Public Health. **Legal Authority:** Public Hospitals Act, R.S.O. 1980, c.410, s.61; R.R.O. 1980, Reg. 865. **Information Maintained:** Perinatal mortality data by number and rates by hospital of birth, residence of mother, birth weight of infants, health region, county, calendar year and gestational age, previous pregnancy. **Uses:** Review the incidence and trends of perinatal mortality in relation to services provided and other variables; plan services in prenatal, obstetrical, perinatal and infant care. **Users:** Family Health staff. Aggregate information provided to health planners, hospitals, obstetric staff, district health councils, perinatologists, perinatal centres, health units, epidemiologists, staff involved in studies or research regarding reproductive outcomes. **Individuals in Bank:** Stillborns and infants that die within 28 days after birth. **Retention and Disposal:** Three years, then destroyed.

Rabies Report

Location: Public Health. **Legal Authority:** Health Protection and Promotion Act, S.O. 1983, c.10; as amended, S.O. 1984, c.55, s.227; O. Reg. 292/84. **Information Maintained:** Initials, age, sex, health unit, degree of contact with suspected rabid animals. **Uses:** Decide whether or not an individual should receive anti- rabies vaccine; compile statistics. **Users:** Veterinary consultants, Disease Control Service data clerk and supervisor, Data Support Services staff. **Individuals in Bank:** Individuals who have been in contact with suspected rabid animals. **Retention and Disposal:** One year, then destroyed.

Reportable Diseases

Location: Public Health. **Legal Authority:** Health Protection Act, S.O. 1983, c.10: as amended, S.O. 1984, c.55, s.227, S.O. 1987, c.18 and S.O. 1987, c.32: O. Reg. 162/84.

Information Maintained: Initials, age, sex, risk factors, dates of onset and diagnosis, laboratory data, health unit of residence. **Uses:** Epidemiologic surveillance, monitoring and reviewing reportable disease incidence and trends in Ontario. **Users:** Consultants, Disease Control Service. **Individuals in Bank:** Individuals with reportable diseases. **Retention and Disposal:** Variable, then transferred to archives on tape.

Sexually Transmitted Diseases - Contact Cards and Related Correspondence

Location: Public Health. **Legal Authority:** Health Protection and Promotion Act, S.O. 1983, c.10; as amended, S.O. 1984, c.55, s.227; O. Reg. 163/84. **Information Maintained:** Name, address of sexually transmitted diseases contact in North America. **Uses:** Trace and notify sexually transmitted diseases contacts. **Users:** Senior medical consultant, nurse-epidemiologist, Disease Control Service staff, branch administrative secretary, Data Support Section data clerk and supervisor. **Individuals in Bank:** Residents having had contact with persons residing outside Ontario infected with sexually transmitted diseases, and persons residing outside Ontario having had contact with residents infected with sexually transmitted diseases. **Retention and Disposal:** One year, then destroyed.

Sexually Transmitted Diseases - Patient Case Files
[service discontinued in 1989]

Location: Public Health. **Legal Authority:** Health Protection and Promotion Act, S.O. 1983, c.10; as amended, S.O. 1984, c.55, s.227; O. Reg. 162/84. **Information Maintained:** Name, address, sex, sexually transmitted disease diagnosis and stage of disease where applicable, general medical history, information related to general diseases. **Uses:** Enable physicians, clinics, hospitals and health units to monitor and control sexually transmitted diseases. **Users:** Senior medical consultant, nurse- epidemiologist, Disease Control Service staff, data clerk; supervisor, public health nurses. **Individuals in Bank:** Registered syphilis patients. **Retention and Disposal:** One year after death or until 80th birthday, whichever is earlier, then destroyed.

Tuberculosis Admission/Seperation Cards
[service discontinued December 1982.]

Location: Ontario Government Records Center. **Legal Authority:** Health Protection and Promotion Act, S.O. 1983, c.10; as amended, S.O. 1984, c.55, s.227; O. Reg. 162/84. **Information Maintained:** Name, address, case number, name and location of institution, sex, country of birth, occupation, medical history, date of admission/separation and health on discharge. **Uses:** Update tuberculosis register card; respond to inquiries from clinics, hospitals, laboratories and medical officers of health. **Users:** Senior medical consultant, Disease Control and Epidemiology Service staff, data clerk. **Individuals in Bank:** Patients admitted or discharged from institutions for the treatment of tuberculosis. **Retention and Disposal:** 30 years, then transferred to archives.

Tuberculosis Register and Index of Active Patients, Notification of New Active or Reactivated Cases, Nominal Roll [service discontinued in 1989]

Location: Public Health. **Legal Authority:** Health Protection and Promotion Act, S.O. 1983, c.10; as amended, S.O. 1984, c.55, s.227; O. Reg. 162/84. **Information Maintained:** Name, address, sex, marital status, occupation, OHIP number, physician treating the case, diagnosis, case history, facts relevant to treatment, bacteriology, known close contacts, country of birth and origin. **Uses:** Provide a complete roster of identified tuberculosis patients in Ontario; provide information to public health units and private physicians on previous treatment and stage of disease; update register; provide statistics and a numeric cross- reference for reporting cases to/from Statistics Canada. **Users:** Senior medical consultant, Disease Control Service staff, data clerk and supervisor. **Individuals in Bank:** Individuals with active or reactivated tuberculosis. **Retention and Disposal:** Register and index - 30 years after patient's death, then transferred to archives; notification records - five years, then destroyed; nominal roll - 30 years, then destroyed.

Institutional Health

The group is responsible for the provision of institutional health care services which include funding for hospitals, developing policies and programs, for capital and operations, maintaining liaison with institutions, directing the operation of the ten provincial psychiatric hospitals, and supporting the Clarke Institute of Psychiatry, the Addiction Research Foundation, the Ontario Mental Health Foundation and the Ontario Cancer Treatment and Research Foundation. The group comprises the Teaching and Specialty Hospitals Branch, Community Hospitals Branch, Mental Health Facilities Branch, Hospital Planning Branch and Institutional Support Services Branch.

General Classes or Types of Records

Contain information on the ministry's capital program, the administration of approved project grants, and the distribution of operating funds to hospitals and related facilities. Also contain information on programs in hospitals and health care facilities.

Coordinators (administrative, financial, and project)
Health Care Facilities and Nursing Homes - Plans and Specifications
Health Resources Capital Construction Fund
Hospital Building Projects - Grants and Financial Assistance
Interministry Committees
Provincial Psychiatric Hospitals - Incident/Accident Reports and Analyses
Provincial Psychiatric Hospitals - Industrial Workshop Contracts
Provincial Psychiatric Hospitals - Preventive Maintenance, Safety and Inspection Logs
Provincial Psychiatric Hospitals - Program Planning and Inventory
Provincial Psychiatric Hospitals - Quality Assurance and Audit Reports
X-Ray Installation, Inspections and Plan Location (approvals, chiropractors, dentists, clinics, hospitals, podiatrists, others)
X-Ray Machines - Application for Ownership Registration

Manuals

Issued to provide guidelines on the operation of hospitals, construction projects, the selection of lighting and illumination levels for hospitals, control of legionellae, and environmental aspects of institutional health care facilities.

- Guide for Electrical Systems in Patient Care Areas in Hospitals
- Heating, Ventilation and Air Conditioning
- Hospitals - Operating Policy Hospitals - Planning
- Illumination Systems in Hospitals
- Manual of Operating Guidelines
- Recommendations for Control of Legionellae in Hospitals

Personal Information Banks

Contain medical information on patients of private hospitals, financial records of patients of provincial psychiatric hospitals, and mental health service inquiries.

Private Hospitals - Patients' Medical Records (closed private hospitals)

Location: Records Centre. **Legal Authority:** Private Hospitals Act, R.S.O. 1980, c.389; as amended, S.O. 1984, c.55, s.226; R.R.O. 1980, Reg. 799, s.7 to s.10. **Information Maintained:** Name, sex, medical history, age. **Uses:** Satisfy legislative requirements for hospital patient records. **Users:** Administrative staff for repository purposes, patients or their legal representatives. **Individuals in Bank:** Former patients of closed private hospitals. **Retention and Disposal:** 20 years, then destroyed.

Provincial Psychiatric Hospitals - Patients' Financial Records and Records of Belongings

Location: All provincial psychiatric hospitals. **Legal Authority:** Ministry of Health Act, R.S.O. 1980, c.280, s.6(1)(a), (b) and (g) and s.6(2)(d); Mental Hospitals Act, R.S.O. 1980, c.263, s.6 and s.7; Mental Health Act, R.S.O. 1980, c.262, as amended, S.O. 1987, s.5, s.29(3)(f), s.29(4), s.65(1)(b)(iii) and (v), and s.65(1)(f), (g) and (o). **Information Maintained:** Name, requisitions, debit slips, statements for patient's money, financial transactions and record of belongings. **Uses:** Monitor financial resources of patients; obtain money from public trustee; provide record of belongings and financial transactions. **Users:** Financial staff, auditors, clinical staff. **Individuals in Bank:** Inpatients, outpatients and discharged patients. **Retention and Disposal:** Ten years after death or termination of custody and after clearance with relevant trustees, then destroyed.

Psychiatric Service Inquiries - Client Files

Location: Corporate Information Resource Centre. **Legal Authority:** Ministry of Health Act, R.S.O. 1980, c.280,s.6(1)(a), (b) and (g), s.6(2)(d); Mental Hospitals Act, R.S.O.1980, c.263, s.6 and s.7; Mental Health Act, R.S.O. 1980, c.262, as amended, S.O. 1987, s.5, s.29(3)(f), s.29(4) and s.65(1)(b)(iii), (v), (f), (g) and (o). **Information Maintained:** Name, medical information, diagnosis and treatment. **Uses:** Resolve problems concerning treatment and the provision of services. **Users:** Authorized branch and psychiatric hospital staff. **Individuals in Bank:** Individuals with special needs or in special circumstances. **Retention and Disposal:** Not determined.

Consumer Health and Planning

The Programs and Planning Division is responsible for the implementation of program management, and oversees cross-ministry initiatives of the health program coordinators. Also responsible for the Northern Health Office which provides a northern focus for health care planning and program development. The Consumer Services Division ensures the availability and supply of medically necessary drugs and specialized assistive devices and supplies to eligible residents. This group also serves as the ministry focus for dialogue with health care professionals and provider groups and the introduction of the health professions legislation. These groups comprise of the Programs and Planning Division consisting of French Language Health Services, the Women's Health Bureau and the Health Planning Branch; and the Consumer Services Division consisting of the Assistive Devices Branch, the Drug Programs Branch and the Professional Relations Branch.

General Classes or Types of Records

Contain information on district health council meetings, annual conferences of action centres, internal statistical reports, summaries of programs in other ministries, analyses of district health council reports and meetings, corporate issues, and advice on federal-provincial and inter-provincial health issues, women's health issues and health care issues in Northern Ontario. Also contains legislative policy, administration, technical, operational and claims information relating to drugs, and the acquisition, use and cost of assistive devices.

- Action Centres - Conference Reports on District Health Councils Health Statistics
- Assistive Devices Program
- Claims - Suppliers for Allergen/Oxygen
- Conferences and Meetings - Committees, Associations, Societies, Colleges
- Drug Benefit Formulary/Comparative Drug Index - Research and Background Material
- Drug Legislation
- Drug Specifications, Testing and Procurement
- Drugs (records of drugs provided to nursing homes and homes for the aged)
- Governing Bodies - Annual Reports, Minutes of Meetings, General Correspondence
- Health Professions - Requests for Regulation Amendments
- Health Professions Legislation Review - Submissions, General Correspondence
- Health Service Providers
- Health System Reviews
- Information Systems Development
- Integrated Services for Northern Children - Agendas and Minutes
- List of Interim Non-Formulary Benefits
- Manpower Planning, Development and Training
- Manufacturers Nursing Homes - Profiles
- Northern Health and Human Resource Committee - Agendas and Minutes
- Operational Planning and Review
- Other Jurisdictions - Correspondence, Acts and Regulations
- Pharmacy Accounts and Statistics
- Pharmacy Claims and Updates
- Policy, Planning and Program - Development Projects
- Professional Associations - Minutes of Meetings, General Correspondence
- Program Delivery Review
- Public Relations and Special Events
- Quality Assurance

Special Studies and Reports Impacting on Northern Ontario

Manuals

Issue to staff to provide policies and procedures governing district health councils, guidelines and procedures for addressing requests for personal information and guidance on administrative and operational policies and procedures. A listing of publicly available drug benefits is issued to providers of the service. Administrative guidelines and operational policy and procedures manuals are issued to staff.

District Health Councils - Administration
Drug Benefit Formulary/Comparative Drug Index
Drug Quality and Therapeutics Committee - Administrative Guidelines
Ontario Drug Benefit Program - Billing Guide for Pharmacists
Ontario Drug Benefit Program - General Guide

Personal Information Banks

Contain information on the planning and evaluation of health care services. Contain information on individuals eligible to receive drug benefits and assistive devices.

Assistive Devices - Patients' Financial Records

Location: Assistive Devices Branch and Finance and Accounting Branch. **Legal Authority:** Ministry of Health Act, R.S.O. 1980, c.280, s.6(1)(d). **Information Maintained:** Name, address, financial information, vendor's invoice for equipment, diagnosis, physician's authorization. **Uses:** Identify and verify type and quantity of device received; respond to inquiries from vendors and health care professionals; prepare budget; audit purposes. **Users:** Administrative staff, professional program consultant, Audit Branch staff. **Individuals in Bank:** Individuals receiving assistance under the Assistive Devices Program. **Retention and Disposal:** Seven years, then transferred to archives.

Assistive Devices - Patients' Prescription Records

Location: Assistive Devices Branch. **Legal Authority:** Ministry of Health Act, R.S.O. 1980, c.280, s.6(1)(d). **Information Maintained:** Name, address, diagnosis, prescribed equipment, physician's authorization. **Uses:** Determine eligibility. **Users:** Administrative staff, professional program consultants, Audit Branch staff. **Individuals in Bank:** Individuals applying for assistance under the Assistive Devices Program. **Retention and Disposal:** Ten years, then transferred to archives.

District Health Council Membership

Location: Health Planning Branch and Minister's Office. **Legal Authority:** Ministry of Health Act, R.S.O. 1980, c.92, s.9. **Information Maintained:** Name, address, telephone number, professional/employment experience, other associations. **Uses:** Process applications for membership by forwarding to minister; monitor status of application; report on profile of membership. **Users:** District Health Council (DHC) staff. **Individuals in Bank:** Applicants for District Health Council membership. **Retention and Disposal:** Two years after appointment has expired, then transferred to archives.

Drug Benefit Plan - Eligibility

Location: Drug Programs Branch. **Legal Authority:** Ontario Drug Benefit Act, S.O. 1986, c.27; O. Reg. 889/85, s.2. **Information Maintained:** Name, mailing address. **Uses:** Validate drug claims submitted for reimbursement by pharmacies. **Users:** Drug Programs Branch staff, Finance and Accounting Branch staff and Insurance Systems Branch staff. **Individuals in Bank:** Recipients approved by the Ministry of Health and Ministry of Community and Social Services. **Retention and Disposal:** Permanent.

Drug Benefit Program - Non-Formulary Benefits

Location: Drug Programs Branch. **Legal Authority:** Ontario Drug Benefit Act, S.O. 1986, c.27; O. Reg. 889/85, s.8(1). **Information Maintained:** Name, drug prescribed by physician, physician name, dispensing pharmacy, eligibility number. **Uses:** Authorize payment of drugs not listed in the Drug Benefit Formulary. **Users:** Program staff. **Individuals in Bank:** Individuals receiving Non-Formulary Benefits. **Retention and Disposal:** Seven years, then destroyed.

Corporate Affairs

The group provides common administrative, financial, supply and auditing services to ministry programs; develops and maintains personnel practices and procedures; and includes Employment Equity Program. Also responsible for emergency health services and laboratory services. The group comprises: Finance and Accounting Branch, Fiscal Resources Branch, Supply and Services Branch, Audit Branch, Human Resources Branch, Emergency Health Services Branch and Laboratory Services Branch.

General Classes or Types of Records

Contain information on audit policy, procedures, guidelines and internal administration, general administrative, financial and supply matters, policy and procedures for accounting, administration, supply, revenue control, systems development and operations, personnel administration, and advisory and staff development services. Contain information on the licensing of ambulance operations, telecommunications and dispatching services, contingency and disaster planning, approved emergency vehicles and equipment. Contain information on testing used in the epidemiology of communicable diseases, laboratory licensing and inspection.

Advanced Life-Support Program
Ambulance Fleet Management System
Ambulance Operations - Licensing and Inspection
Central Ambulance Communication Centre (CACC) - Implementation Plans and Schedules
Central Ambulance Communication Centre (CACC) - New Employee Orientation Program
Claims - Land and Air
Complaints - Incident Reports
Contingency Services Program
Disaster Planning and Emergency Response
Emergency Health Services - Disaster and Contingency Planning
Emergency Medical Care Assistant Program (EMCA)
Emergency Medical Resources Program
Emergency Patient Information System
Equipment - Data and Research

Equipment - Review and Development
Federal Transfer Payments
General Hospitals - Budgets, Settlements, Statistics
Health Facilities
Homes for Special Care System
Institutional Policy Registration
Laboratory and Tuberculosis Sensitivity Reports
Laboratory Licensing and Inspection
Laboratory Reports on Dairy and Related Products
Monthly Licence Renewal Schedules
Monthly Reports of Laboratory Work
Nursing Home Electronic Funds Transfer System
Ontario Ambulance Service Information System (OASIS) - Call and Dispatch Reports, Annual and Semi-Annual Reports
Ontario Drug Benefit Plan - Payment, Eligibility and Payment Systems
Pharmaceutical and Medical Supplies - Procurement, Control and Distribution
Public Interest Evaluation Reports
Telecommunications - Systems, Proposals, Research Development
Telehealth Program
Vaccine Distribution Program (flu, rabies, etc.)
Vehicle Data, Specifications, Research

Manuals

Issued to staff and ministry managers to provide guidelines on administrative, financial and procurement policy and procedures. Issued to clients to assist them in obtaining special services. Issued to Ontario psychiatric hospitals and laboratory services to provide policy on finance and accounting procedures and to practitioners, group subscribers and hospitals to provide guidelines on OHIP administrative and operational policies and procedures. Issue to Ambulance Services Branch staff and to private operators, rules for dispatch, completion of reports, billing procedures for hospitals and procurement for hospitals and procurement of approved equipment. Issued to staff to provide guidelines on administrative and program policies and procedures. Issued to staff in regional public health laboratories and the central laboratory in Toronto to provide guidelines for the uniform performance of tests (procedures and reporting) and to promote recommended safety procedures.

Administrative Policy and Procedures
Air Ambulance Services - Policy and Procedures
Ambulance Services Branch - Equipment
Ambulance Services Branch - Financial and Administrative Policies and Procedures
Ambulance Services Branch - Operational Directives
Ambulance Services Branch - Policy and Procedures
Central Ambulance Communications Centre (CACC) - Policy and Procedures
Emergency Care Program - Operational Directives
Emergency Medical Care Attendant (EMCA) - Study Guide
Emergency Patient Care
Facilities - Guidelines on Financial and Accounting Matters (vocational workshops, trusteeships, bank accounts and credit cards, canteen operations, patients' money and valuables, ward inventory control)
Generic Contingency Guide
Laboratory Safety
Metric (SI) Conversion for Hospitals - Guidelines
Ontario Ambulance Service Information System (OASIS) AS5-D
Ontario Drug Benefit Plan Guidelines
Ontario Government Pharmaceutical and Medical Supply Services - Client Manual and Catalogue (contains products available)
Procedures (biochemistry, clinical bacteriology, environmental bacteriology, mycobacteriology, mycology, parasitology, serology, virology)

Personal Information Banks

Contain information relating to ministry personnel, involuntary psychiatric patients, coroner's inquests and registered users of narcotics and controlled drugs. Contain information on individuals treated by ambulance attendants or paramedics, transported by the Ontario ambulance system or transferred out- of-province by land/air ambulance. Also contain information on the certification of Emergency Medical Care Assistants, patient assessment, operation, licensing and investigation of ambulance services and complaints. Contain laboratory test results used by health care professionals for the management, treatment and diagnosis of disease and by private citizens for management of their drinking water. Also contain information concerning newborn screening. The following common personal information banks as described in the introduction to this directory are maintained.

Employment Equity Program
Career Planning/Training
Central Attendance Recording System (CARS)
Employment Application Inventory
General Employment History and Payroll Information
Grievances and Applications
Identity/Employee Card
Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)
Job Competitions
Library Users Lists (users' names and addresses)
Medical Information (Personnel)
Ombudsman/Human Rights Commission
Parking Records
Performance Management
Travel Expense Accounts
Workers' Compensation

Advanced Life-Support Call Reports

Location: Emergency Health Program. **Legal Authority:** Ambulance Act, R.S.O. 1980, c.20; R.R.O. 1980, Reg. 15, Part VI. **Information Maintained:** Name, age, sex, assigned number, type of emergency, treatment given. **Uses:** Maintain work log; research and plan paramedic services. **Users:** Emergency care officials, doctors, Ambulance Services Branch staff. **Individuals in Bank:** Patients assessed and/or treated by ambulance attendants and paramedics. **Retention and Disposal:** Ten years, then destroyed.

Air Ambulance Claims and Review Files

Location: Air Ambulance Operations. **Legal Authority:** Health Insurance Act, R.S.O. 1980, c.197; Ambulance Act, R.S.O. 1980, c.20. **Information Maintained:** Name, address, OHIP number, diagnosis, date of service, amount paid/reimbursed, names of hospitals, air and land carriers. **Uses:**

Review ambulance claims; provide a record of payment. **Users:** Ambulance Services Branch officials. **Individuals in Bank:** Patients transferred by air and out-of-province land ambulance. **Retention and Disposal:** Ten years, then destroyed.

Ambulance Services - Budgets and Settlements

Location: Ambulance Services Branch. **Legal Authority:** Ambulance Act, R.S.O. 1980, c.20, s.18. **Information Maintained:** Name, address, financial data, budget requests, approval, year- end expenditure statements. **Uses:** Ensure ambulance operators operating within approved budgets. **Users:** Ambulance Services inspectors, licensing officials. **Individuals in Bank:** Ambulance-service operators. **Retention and Disposal:** Ten years, then destroyed; select files to archives.

Ambulance Services - Human Resources Inventory

Location: Inspection and Licensing Services. **Legal Authority:** Ambulance Act, R.S.O. 1980, c.20, s.31; R.R.O. 1980, Reg. 14. **Information Maintained:** Name, sex, driver's licence number and class code, Ontario Ambulance Service Information System (OASIS) employee number, immigration status, date hired, pertinent academic qualifications and renewal dates. **Uses:** Research and planning related to the development of Ambulance Services and dispatch centres; ensure academic qualifications are in compliance with legislation. **Users:** Ambulance Services Branch officials, ambulance-service operators. **Individuals in Bank:** Employees of the Ontario ambulance system. **Retention and Disposal:** Not determined.

Ambulance Services - Investigation Reports, Inquiries, Complaints

Location: Inspection and Investigation Services. **Legal Authority:** Ambulance Act, R.S.O. 1980, c.20, s.18. **Information Maintained:** Name, investigation documents, evidence, statements, exhibits. **Uses:** Document inquiries and complaints; make recommendations for legal purposes. **Users:** Ambulance Services Branch officials, Ontario Provincial Police. **Individuals in Bank:** Citizens laying complaints about ambulance or dispatch services. **Retention and Disposal:** Ten years after issue resolved, then destroyed.

Ambulance Services - Service Profile

Location: Inspection and Investigation Services. **Legal Authority:** Ambulance Act, R.S.O. 1980, c.20, s.3, s.4 and s.5; R.R.O. 1980, Reg. 14, s.7, s.8 and s.9. **Information Maintained:** Name, address, application for licence renewal, letters patent, articles of incorporation, list of board members, copy of licence. **Uses:** Process licences to operate an ambulance service; invoicing. **Users:** Ambulance Services Branch officials. **Individuals in Bank:** Licensed ambulance services. **Retention and Disposal:** Seven years, then destroyed; select files to archives.

Approved Licensed Laboratory Services - Reports

Location: Laboratory Licensing and Inspection Service. **Legal Authority:** Laboratory and Specimen Collection Centre Licensing Act, R.S.O. 1980, c.409; as amended, S.O. 1981, c.66, s.1, Sch. Item 12; S.O. 1983, c.10, s.111(1) and (2). **Information Maintained:** Total number of laboratory services rendered per month per OHIP fee-schedule code for licensed laboratories, practitioner's number and name of laboratory. **Uses:** Provide information on types of services rendered and number of billings submitted for payment; monitor laboratory operations for adherence to licence, prepare public-interest evaluation reports. **Users:** Branch administrative staff, ministry auditors. **Individuals in Bank:** Private laboratory owners. **Retention and Disposal:** Two years, then destroyed.

Coroner's Inquests

Location: Corporate Information Resource Centre. **Legal Authority:** Coroner's Act, R.S.O. 1980, c.93; as amended, S.O. 1984, c.11, s.166; S.O. 1984, c.55, s.212. **Information Maintained:** Name, date, sex, time, place and cause of death, if cause of death was natural or unnatural, jury's recommendations. **Uses:** Investigate circumstances of death; evaluate and implement jury's recommendations. **Users:** Senior legal and management officials, senior program area staff, coroner's courts, authorized investigators. **Individuals in Bank:** Deceased individuals for whom a coroner's inquest is held. **Retention and Disposal:** Not determined.

Critical Care Patients - Transfer Files

Location: Air Ambulance Operations. **Legal Authority:** Health Insurance Act, R.S.O. 1980, c.197; Ambulance Act, R.S.O. 1980, c.20. **Information Maintained:** Name, age, sex, date of transfer, medical condition, referring and receiving hospitals, physician's treatment, medical assessment prior to and during transfer. **Uses:** Provide physicians with data on patient and treatment prior to arrival at receiving hospital; compile statistics. **Users:** Ambulance services officials, attending physicians. **Individuals in Bank:** Patients using the ministry's air ambulance. **Retention and Disposal:** Ten years, then destroyed.

Drug Benefit Plan - Eligibility Catalogue

Location: Finance and Accounting Branch, Program Accounting Section and Drug Benefit Payments Unit. **Legal Authority:** Ontario Drug Benefit Act, S.O. 1986; Family Benefits Act, R.S.O. 1980, c.151; R.R.O. 1980, Reg. 318, s.25. **Information Maintained:** Name, eligibility account number, benefit period, entitlement date. **Uses:** Confirm eligibility of participants in the Drug Benefit Program. **Users:** Branch administrative staff. **Individuals in Bank:** Persons 65 years of age or over who are eligible for drug benefits and those under 65 in receipt of family benefits, home care benefits, extended care, and Homes for Special Care benefits under the Drug Benefit Program. **Retention and Disposal:** Three years, then destroyed.

Drug Benefit Plan - Invoices, Claims and Remittance Advices

Location: Finance and Accounting Branch, Program Accounting Section and Drug Benefit Payments Unit. **Legal Authority:** Ontario Drug Benefit Act, S.O. 198, c.276; Family Benefits Act, R.S.O. 1980, c.151; R.R.O. 1980, Reg. 318, s.25. **Information Maintained:** Name, address, age, copies of drug benefit claims and invoices, amount paid, invoice number, dispensing date, pharmacy or supplier name, doctor's name and address, patient eligibility number, drug identification and quantity, prescription number. **Uses:** Provide record for payments; record and verify amount paid; correct errors. **Users:** Administrative and inspection staff in Finance and Accounting and Drug Programs Branches. **Individuals in Bank:** Pharmacies and other suppliers, individuals receiving benefits under the Drug Benefit Program. **Retention and Disposal:** Invoices and claims - paper (not microfilm) retained six years; paper which is microfilmed is destroyed after microfilming and keypunching, microfilm retained seven years, then destroyed; remittance advices on microfilm retained three years, then destroyed.

Emergency Medical Care Assistants (EMCA)

Location: Ambulance Services Branch. **Legal Authority:** Ambulance Act, R.S.O. 1980, c.20; R.R.O. 1980, Reg. 14, Parts III and IV. **Information Maintained:** Name, address, education examination, results, appeals, certificate, proof of completion of requirements to take the exam. **Uses:** Verify that requirements for certification are met; evaluate credentials. **Users:** Education Services manager, certification administrator, Education and Quality Assurance Program coordinator, Inspection and Investigation Services manager. **Individuals in Bank:** Students and Ambulance Services Branch staff applying for certification as Emergency Medical Care Assistants. **Retention and Disposal:** Not determined.

Extended Care - Applications for Temporary Eligibility

Location: Finance and Accounting Branch, Corporate Accounting. **Legal Authority:** Health Insurance Act, R.S.O. 1980, c.197; as amended, S.O. 1984, c.55, s.217; Nursing Homes Act, R.S.O. 1980 c.320; as amended, S.O. 1984, c.55, s.223 and S.O. 1987, c.20. **Information Maintained:** Name, OHIP number, date of birth, sex, Homes for Special Care number, location code, application number, medical score, diagnosis and date of assessment. **Uses:** Determine eligibility for extended-care insured services. **Users:** Branch administrative staff, staff of Nursing Homes Branch and Information Resources and Services Branch. **Individuals in Bank:** Applicants. **Retention and Disposal:** One year, then destroyed.

Extended Care Residents - Master File

Location: Finance and Accounting Branch, Corporate Accounting. **Legal Authority:** Health Insurance Act, R.S.O. 1980, c.197; as amended, S.O. 1984, c.55, s.217. **Information Maintained:** OHIP number, date of birth, sex, name, means of subsistence, Homes for Special Care number, home history, medical records. **Uses:** Identify residents in the program; determine maintenance payments; schedule reassessments. **Users:** Branch administrative staff, staff of Nursing Homes Branch and Information Resources and Services Branch, authorized Ministry of Community and Social Services staff. **Individuals in Bank:** Residents in extended-care facilities. **Retention and Disposal:** Seven years, then destroyed.

Fundamentals of Casualty Care (FCC)

Location: Emergency Care Programs. **Legal Authority:** Ambulance Act, R.S.O. 1980, c.20; R.R.O. 1980, Reg. 14, Parts III and IV. **Information Maintained:** Name, address, education examination, results, examination answer sheet, marking sheets and results, copy of certificate. **Uses:** Verify completion of course; recertify staff; evaluate credentials. **Users:** Education Services manager, Education and Quality Assurance Program coordinator, Inspection and Investigation Services manager. **Individuals in Bank:** Persons employed in Ambulance Services prior to August 1, 1975 and exempted from the requirement to be certified as an Emergency Medical Care Assistant. **Retention and Disposal:** Not determined.

Homes for Special Care Residents - Master File

Location: Finance and Accounting Branch, Corporate Accounting. **Legal Authority:** Homes for Special Care Act, R.S.O. 1980, c.202; Health Insurance Act, R.S.O. 1980, c.197; as amended, S.O. 1984, c.55, s.217; Family Benefits Act, R.S.O. 1980, c.151. **Information Maintained:** Resident number, public trustee number, family benefits number, name, date of birth, sex, marital status, OHIP number, eligibility for extended care and family benefits assistance, home history, financial data. **Uses:** Identify residents in the program; determine maintenance payments; set up accounts receivable. **Users:** Branch administrative staff, staff of Mental Health Operations Branch, MSC Workers in Psychiatric Hospitals, Ministry of Community and Social Services (Family Benefits Assistance Branch), and Office of the Public Trustee. **Individuals in Bank:** Residents in Homes for Special Care. **Retention and Disposal:** Seven years, then destroyed.

Incident Reports and "Vital Signs Absent" Reports

Location: Inspection and Licensing Services. **Legal Authority:** Ambulance Act, R.S.O. 1980, c.20, s.32; R.R.O. 1980, Reg. 14. **Information Maintained:** Name, address, sex, record of unusual occurrences, unusual delays, suspicious circumstances, equipment deficiencies, interferences in the provision of ambulance services. **Uses:** Document situations where corrective action may be required or where loss of life has occurred due to unusual or suspicious circumstances. **Users:** Ambulance Services Branch officials, ambulance and dispatch operators, managers, Ontario Provincial Police. **Individuals in Bank:** Ambulance and dispatch services staff involved in the situation. **Retention and Disposal:** Ten years, then destroyed.

Inspection Reports

Location: Inspection and Investigation Services. **Legal Authority:** Ambulance Act, R.S.O. 1980, c.20, s.18. **Information Maintained:** Name, address, ambulance service inspection reports, photographs of vehicles and equipment. **Uses:** Record recommendations to improve quality of services; ensure compliance with legislation; provide history of ambulance-service performance. **Users:** Ambulance Services Branch officials. **Individuals in Bank:** Ambulance Services Branch staff and personnel funded by ministry. **Retention and Disposal:** Two years after service ceases operations, then destroyed.

Interprovincial Reciprocal Billing System for Hospitals

Location: Finance and Accounting Branch, Medical Payments Unit, Operations Branch and Kingston District Office. **Legal Authority:** Health Insurance Act, R.S.O. 1980, c.197; as amended, S.O. 1984, c.55, s.217. **Information Maintained:** Name, plan registration number, OHIP number, date of birth, sex, date of admission to hospital, type and cost of service received. **Uses:** Determine payments to hospitals in other provinces for care received by Ontario residents and to hospitals in Ontario for care received by residents of other provinces. **Users:** Branch administrative staff, authorized OHIP staff, Professional Services Branch and Information and Systems Division staff. **Individuals in Bank:**

Ontario residents receiving hospital care in other provinces. **Retention and Disposal:** Six years, then destroyed.

Laboratory Proficiency Testing Program (LPTP)

Location: Laboratory Licensing and Inspection Service. **Legal Authority:** Laboratory and Specimen Collection Centre Licensing Act, R.S.O. 1980, c.409; as amended, S.O. 1981, c.66, s.1, Sch. Item 12; S.O. 1983, c.10, s.111(1) and (2). **Information Maintained:** Billing lists for LPTP tests, legislation and policy and procedures relating to the testing program, minutes of conjoint committee. **Uses:** Supply ministry's central accounting division and the Ontario Medical Association with information required for the billing and proficiency-testing of laboratories. **Users:** Branch administrative staff, Finance and Accounting Branch staff, Ontario Medical Association (LPTP). **Individuals in Bank:** Owners of licensed laboratories. **Retention and Disposal:** Ten years, then destroyed.

Laboratory Specimen-Data Sheets

Location: Central Public Health Laboratory and regional public health laboratories in Hamilton, Kingston, London, Orillia, Ottawa, Palmerston, Peterborough, Sault Ste. Marie, Sudbury, Thunder Bay, Timmins, and Windsor. **Legal Authority:** Public Hospitals Act, R.S.O. 1980, c.410; as amended, S.O. 1981, c.25. **Information Maintained:** Name, date of birth, sex, health, medical history, physician's name, test results and analyses. **Uses:** Provide a record of laboratory tests; compile statistics. **Users:** Branch and ministry administrative staff (statistical data only), physicians (treatment of patients), private citizens (quality of drinking water only). **Individuals in Bank:** Medical patients, private citizens, public health agencies. **Retention and Disposal:** Water quality records - three months, then destroyed; other records - one year, then destroyed.

Licences - Revocation and Appeals Files

Location: Inspection and Investigation Services. **Legal Authority:** Ambulance Act, R.S.O. 1980, c.20, s.11; Health facilities Special Orders Act, S.O. 1983, c.43. **Information Maintained:** Name, address, data concerning non-compliance with Ambulance Act. **Uses:** Documents grounds for licence revocation. **Users:** Ambulance services officials, Ontario Provincial Police. **Individuals in Bank:** Ambulance-service operators subject to investigations leading to licence revocation proceedings. **Retention and Disposal:** Ten years, then destroyed.

Licensing - Specimen Collection Centres, Hospital and Private Laboratories

Location: Laboratory Licensing and Inspection Services. **Legal Authority:** Laboratory and Specimen Collection Centre Licensing Act, R.S.O. 1980, c.409; as amended, S.O. 1981, c.66, s.1, Sch. Item 12; S.O. 1983, c.10, s.111(1) and (2). **Information Maintained:** Name, address, age, copy of licence, inspection reports, public-interest evaluation reports, invoices, qualifications, employment eligibility of staff, rationale for refused or cancelled licence. **Uses:** Maintain record of licensing history (renewal, cancellation, refusal, inspections, action taken by the licensee and the ministry); control, management, and statistical purposes. **Users:** Branch administrative staff, Inspection Service inspectors, Legal Branch staff, Laboratory Review Boards. **Individuals in Bank:** Applicants for laboratory licences, owners and operators of licensed laboratories and specimen collection centres. **Retention and Disposal:** 13 years, then destroyed; select refused applications to archives.

Medical Payments - Payments Under Assistive Devices Program

Location: Finance and Accounting Branch, Program Accounting Section and Medical Payments Unit. **Legal Authority:** Ministry of Health Act, R.S.O. 1980, c.280. **Information Maintained:** Name, address, age, copies of ADP claims and invoice numbers, vendor names, practitioner's name, Health Care Provider's name, cheque registers, device purchased, catalogue number. **Users:** Administrative Personnel in the Ministry of Health. **Uses:** Provide record of payment for devices purchased, leased, rented. **Individuals in Banks:** Vendors of Assistive Devices and program clients. **Retention and Disposal:** Invoices and claims paper - seven years, then destroyed.

Ontario Ambulance Services Information System (OASIS) - Dispatch Call Report (AS5-D)

Location: Corporate Information Resources Centre. **Legal Authority:** Ambulance Act, R.S.O. 1980, c.20. **Information Maintained:** Name, address, nature and cause of injury, illness, time sequencing of ambulance call and destination location of the patient(s). **Uses:** Record and control movement of ambulance vehicles to patient pickup location; provide time sequencing; provide legal documentation; compile statistics. **Users:** Ambulance Services Branch officials, Emergency Health Services officials. **Individuals in Bank:** Patients treated or transported by the Ontario Ambulance System. **Retention and Disposal:** Ten years, then destroyed.

Ontario Ambulance Services Information System (OASIS) - Patient Call Report (AS5-A)

Location: Corporate Information Resource Centre. **Legal Authority:** Ambulance Act, R.S.O. 1980, c.20. **Information Maintained:** Name, address, nature and cause of injury, illness, patient condition and change in condition, time sequencing of the ambulance call. **Uses:** Bill for patient's copayment fee; provide legal documentation; compile statistics. **Users:** Ambulance Services Branch officials, physicians, hospital billing departments. **Individuals in Bank:** Patients treated or transported by the Ontario ambulance system. **Retention and Disposal:** Ten years, then destroyed.

Ontario Senior Citizens' Privilege Cards - Applications and Returned Cards

Location: Finance and Accounting Branch, Program Accounting Section and Drug Benefit Payments Unit. **Legal Authority:** Ontario Drug Benefit Act, S.O. 1986, c.27; Family Benefits Act, R.S.O. 1980, c.151, s.25; R.R.O. 1980, Reg. 318. **Information Maintained:** Name, current and previous address, age, Social Insurance Number, copy of immigration or citizenship documents, birth certificate, effective date of eligibility, eligibility number, old age security number. **Uses:** Determine eligibility for the Drug Benefit Plan; record requests for replacement cards; produce mailing lists; respond to inquiries. **Users:** Branch administrative staff, program officials. **Individuals in Bank:** Ontario senior citizens. **Retention and Disposal:** One year, then destroyed; returned cards retained for six months, then destroyed.

Oxygen/Allergen Suppliers - Master File

Location: Finance and Accounting Branch, Program Accounting Section and Drug Benefit Payments Unit. **Legal Authority:** Ontario Drug Benefit Act, S.O. 1986, c.27; Family Benefits Act, R.S.O. 1980, c.151, s.25; R.R.O. 1980, Reg. 318. **Information Maintained:** Name, address, supplier account number, telephone number and emergency mailing codes. **Uses:** Allocate payment of claims; generate appropriate remittance advice. **Users:** Unit administrative staff, Drug Programs Branch staff. **Individuals in Bank:** Suppliers of oxygen therapy and allergen extract. **Retention and Disposal:** Not determined.

Recoverable Bursaries

Location: Finance and Accounting Branch, Program Accounting and Operational Services Unit. **Legal Authority:** Ministry of Health Act, R.S.O. 1980, c.280. **Information Maintained:** Name, address, financial data, agreements, correspondence, repayment details. **Uses:** Set up accounts receivable; recover bursary assistance. **Users:** Underserviced Area Program staff, recoverables collection clerk. **Individuals in Bank:** Bursary recipients repaying awards. **Retention and Disposal:** Two years, then destroyed.

Special Authorization Oxygen Catalogue

Location: Finance and Accounting Branch, Program Accounting Section and Drug Benefit Payments Unit. **Legal Authority:** Ontario Drug Benefit Act, S.O. 1986, c.27; Family Benefits Act, R.S.O. 1980, c.151; R.R.O. 1980, Reg. 318, s.25. **Information Maintained:** Original copy of Special Authorization request from doctor for participant's enrolment in the Drug Benefit Program, doctor's name and address, prescription details, patient's name, eligibility number, supplier's name and address. **Uses:** Verify authorization for participation in Drug Benefit Program. **Users:** Unit administrative staff. **Individuals in Bank:** Participants in the Drug Benefit Program to receive oxygen therapy. **Retention and Disposal:** Six years, then destroyed.

Communications and Information Branch

The branch promotes health programs and policies by providing information to the public, the media and health care providers.

General Classes or Types of Records

Contain information related to speech-writing, issues, annual reports, media memos, brochures, information packages, posters, educational materials, exhibits, advertising campaigns, and the production of displays and a wide variety of publications.

News Releases
Press Clippings
Public Information Requests
Publications
Speeches

Personal Information Banks

None

Legal Branch

The branch provides general legal services.

General Classes or Types of Records

Contain information on health legislation, health appeals and provincial regulations.

Health Services Appeals - Health Insurance Act
Ministry of Health Legislation

Personal Information Banks

None

Affiliated Agencies

Advisory Committee on Genetic Services

The committee examines and makes recommendations on genetic services, rationalization and coordination of services, access to quality care, staffing requirements, and financing.

General Classes or Types of Records

Contain information on hospital and outreach clinic services, staff and budgets relating to genetic services. All records are maintained by the ministry.

Personal Information Banks

None

Advisory Committee on Screening for Inherited Diseases in Infants

The committee provides advice on newborn screening, case findings, diagnoses and treatment programs for children with inborn errors of metabolism. It makes recommendations on programs for the prevention of mental retardation.

General Classes or Types of Records

Contain information on diagnosis and treatment programs for children with inborn errors of metabolism, and information on special diets for children with inborn errors of metabolism.

Manuals

Issued to assist hospital staff, physicians and regional consultants to assist in implementing newborn screening programs.

Revised Guidelines for Newborn Screening for
Phenylketonuria and Congenital Hypothyroidism

Personal Information Banks

None

Chiropody (Podiatry) Review Committee

The committee makes recommendations to the general manager of the Health Insurance Division on disputed claims under the Health Insurance Act and reports on other matters referred to it.

General Classes or Types of Records

Contain general administration records as described in Chapter II of this directory. All records are maintained by the ministry.

Personal Information Banks

None

Chiropractic Review Committee

The committee makes recommendations to the general manager of OHIP on disputed claims under the Health Insurance Act and reports on other matters referred to it.

General Classes or Types of Records

Contain general administration records as described in Chapter II of this directory. All records are maintained by the ministry.

Personal Information Banks

None

Dentistry Review Committee

The committee makes recommendations to the general manager of OHIP on disputed claims under the Health Insurance Act and reports on other matters referred to it.

General Classes or Types of Records

Contain general administration records as described in Chapter II of this directory. All records are maintained by the ministry.

Personal Information Banks

Contain information on dentists and dental specialists (periodontists) awarded/not awarded incentive grants or professional contracts. Also contain information on third or fourth-year or post-graduate dentistry students who are awarded/not awarded bursaries.

Dental Bursary Program

Location: Underserviced Area Program. **Legal Authority:** Ministry of Health Act, R.S.O. 1980, c.280; O. Reg. 438/83. **Information Maintained:** Name, personal information, education record, confidential report from faculty of dentistry regarding completion of previous academic year. **Uses:** Support and evaluate award of bursaries to third-year, fourth-year and post- graduate dentistry students. **Users:** Program consultants, administrative staff, Dental Personnel Selection Committee members. **Individuals in Bank:** Third-year, fourth-year and post-graduate (needed specialty) dentistry students. **Retention and Disposal:** Two years, then transferred to archives.

Dentists Incentive Programs

Location: Underserviced Area Program. **Legal Authority:** Ministry of Health Act, R.R.O. 1980, Reg. 658, Part II, s.7(a) and (b). **Information Maintained:** Name, personal information, education record, references. **Uses:** Support and evaluate award of incentives to dentists and dental specialists (periodontists only) to practise in designated underserviced areas. **Users:** Program consultants, administrative staff, Dental Personnel Selection Committee members. **Individuals in Bank:** Dentists, dental specialists (periodontists). **Retention and Disposal:** Ten years, then transferred to archives.

Denture Therapists Appeal Board

The board hears appeals of decisions made by the Governing Board of Denture Therapists concerning the registration of members and complaints from members or the public.

General Classes or Types of Records

Contain general administration records as described in Chapter II of this directory. All records are maintained by the ministry.

Personal Information Banks

Contain information on individuals involved in reviews or hearings held by the board.

Denture Therapists Appeal Board Reviews and Hearings

Location: Health Boards Secretariat. **Legal Authority:** Denture Therapists Act, R.S.O. 1980, c.115, s.13. **Information Maintained:** Name, address, decisions and reasons. **Uses:** Review registration; hear complaints and appeals. **Users:** Denture Therapists Appeal Board and Health Boards Secretariat staff. **Individuals in Bank:** Denture therapists, complainants, appellants, individuals involved in reviews or hearings of the board. **Retention and Disposal:** Five years, then transferred to archives.

Drug Quality and Therapeutics Committee

The Committee provides expert advice to the minister on the operation of Ontario's Drug Benefit Program and related pharmaceutical and pharmacological matters. It evaluates drug products for listing makes recommendations regarding the interchangeability of drug products, and educational/scientific material for health professionals and the public, and facilitates communication between the ministry and professional organizations.

General Classes or Types of Records

Contain minutes of meetings, proposals for policy, evaluations and recommendations, reports on technical and clinical data obtained from drug manufacturers and product submissions for listing in the Ontario Drug Benefit Formulary. All records are maintained by the ministry.

Manuals

Issued to members of the committee by the Drug Programs Branch.

Drug Quality and Therapeutics Committee
Administrative Guidelines

Personal Information Banks

None

Healing Arts Radiation Protection (HARP) Commission

The commission oversees matters pertinent to the Healing Arts Radiation Protection Act, advises the minister on x-ray safety, and approves courses.

General Classes or Types of Records

Contain minutes of the HARP Commission and the various advisory committees, and documentation of business covered in the minutes.

Advisory Committees (chiropody (podiatry), chiropractic dentistry, medical radiology, physics, radiological technology) - Minutes
HARP Commission - Minutes

Manuals

Issued to provide guidelines for radiation technology users.

Healing Arts Radiation Protection Guidelines

Personal Information Banks

None

Health Care Systems Research Review Committee

The committee reviews applications for research projects related to the organization of health services and the evaluation of health care in Ontario and makes recommendations on the scientific merit and relevance of such projects according to established ministry criteria.

General Classes or Types of Records

Contains general administration records on applications for research projects and procedures for reviewing these as described in Chapter II of this section. All records are maintained by the ministry.

Personal Information Banks

Contain information on individuals applying for research project grants. The Corporate Policy Division of the Ministry of Health maintains this information in the bank "Research Applications - Project Grants and Personnel Awards".

Health Disciplines Board

The board hears appeals of decisions made by the College of Physicians and Surgeons, the Royal College of Dental Surgeons, the College of Nurses, the College of Optometrists, the College of Pharmacists and the College of Veterinarians concerning the registration of and complaints against members.

General Classes or Types of Records

Contain general administration records as described in Chapter II of this directory. All records are maintained by the ministry.

Personal Information Banks

Contain information on individuals involved in reviews or hearings held by the board.

Health Disciplines Board Reviews and Hearings

Location: Health Boards Secretariat. **Legal Authority:** Health Disciplines Act, R.S.O. 1980, c.196, s.6. **Information Maintained:** Name, address, decisions and reasons. **Uses:** Hear complaints; review registrations. **Users:** Health Disciplines Board and Health Boards Secretariat staff. **Individuals in Bank:** Complainants, appellants, physicians, dentists, nurses, pharmacists and optometrists requesting registration in the above professions. **Retention and Disposal:** Five years, then transferred to archives.

Health Facilities Appeal Board

The board holds hearings under the Ambulance Act, the Private Hospitals Act, the Health Facilities Special Orders Act, the Healing Arts Radiation Protection Act, and the Independent Health Facilities Act.

General Classes or Types of Records

Contain general administration records as described in Chapter II of this directory. All records are maintained by the ministry.

Personal Information Banks

Contain information on individuals involved in appeals before the board.

Health Facilities Appeal Board Hearings

Location: Health Boards Secretariat. **Legal Authority:** Ambulance Act, R.S.O. 1980, c.20, s.10. **Information Maintained:** Name, address, decisions and reasons. **Uses:** Hearings of the Board. **Users:** Board members, Health Boards Secretariat staff. **Individuals in Bank:** Appellants appealing orders under the Ambulance Act, the Health Facilities Special Orders Act, the Healing Arts Radiation Protection Act, the Private Hospitals Act and the Independent Health Facilities Act. **Retention and Disposal:** Five years, then transferred to archives.

Health Protection Appeal Board

The Board hears appeals of orders of medical officers of health and public health inspectors under the Health Protection and Promotion Act and the Immunization of School Pupils Act.

General Classes or Types of Records

Contain general administration records as described in Chapter II of this directory. All records are maintained by the ministry.

Personal Information Banks

Contain information on individuals involved in appeals before the board.

Health Protection Appeal Board Hearings

Location: Health Boards Secretariat. **Legal Authority:** Health Protection and Promotion Act, S.O. 1983, c.10, s.46. **Information Maintained:** Name, address, decisions and reasons. **Uses:** Conduct board hearings. **Users:** Board members, Health Boards Secretariat staff. **Individuals in Bank:** Appellants appealing orders of the medical officers of health or public health inspectors under the Health Promotion Act and the Immunization of School Pupils Act. **Retention and Disposal:** Five years, then transferred to archives.

Health Research Personnel Committee

The committee reviews applications for health research personnel development awards and makes recommendations on excellence and suitability for awards according to established ministry criteria.

General Classes or Types of Records

Contain general administration records on applications and procedures for reviewing them as described in Chapter II of this directory. All records are maintained by the ministry.

Personal Information Banks

Contain information on individuals applying for research personnel awards. The Corporate Policy Division Group of the Ministry of Health maintains this information in the bank "Research Applications - Project Grants and Personnel Awards".

Health Services Appeal Board

The board hears appeals of decisions made by the general manager of OHIP concerning practitioners' billing practices, payment of subscribers' claims, and requests for enrolment or continued enrolment. It conducts reviews under the authority of the Health Care Accessibility Act (s.5) and the Independent Health Facilities Act, 1989, s.36.

General Classes or Types of Records

Contain general administration records as described in Chapter II of this directory. All records are maintained by the ministry.

Personal Information Banks

Contain information on health practitioners, independent health facility operators and OHIP subscribers involved in appeals before the board.

Health Services Appeal Board Hearings

Location: Health Boards Secretariat. **Legal Authority:** Health Insurance Act, R.S.O. 1980, c.197, s.8, Independent Health Facilities Act, R.S.O. 1989, s.36. **Information Maintained:** Name, judgement and reasons. **Uses:** Conduct board hearings. **Users:** Board members, Health Boards Secretariat staff. **Individuals in Bank:** Health practitioners, independent health facility operators, and OHIP subscribers. **Retention and Disposal:** Five years, then transferred to archives.

Health System-Linked Research Unit Grants Review Committee

The committee reviews applications for health system-linked research units and makes recommendations on excellence and relevance of applications according to established ministry criteria.

General Classes or Types of Records

Contain general administration records on applications and procedures for reviewing them as described in Chapter II of this directory. All records are maintained by the ministry.

Personal Information Banks

Contain information on individuals applying for research project grants. The Corporate Policy Division of the Ministry of Health maintains this information in the bank 'Research Applications - Project Grants and Personnel Awards'.

Hospital Appeal Board

The board hears appeals of decisions made by hospital boards concerning the appointment of medical staff.

General Classes or Types of Records

Contain general administration records as described in Chapter II of this directory. All records are maintained by the ministry.

Personal Information Banks

Contain information on physicians involved in appeals before the board.

Hospital Appeal Board Hearings

Location: Health Boards Secretariat. **Legal Authority:** Public Hospitals Act, R.S.O. 1980, c.25, s.37. **Information Maintained:** Name, decisions and reasons. **Uses:** Conduct board hearings. **Users:** Board members, Health Boards Secretariat staff. **Individuals in Bank:** Physicians appealing orders of hospital boards denying, altering, restricting or revoking privileges. **Retention and Disposal:** Five years, then transferred to archives.

Laboratory Review Board

Under the authority of the Laboratory and Specimen Collection Centre Licensing Act, the board reviews proposals to refuse, suspend, revoke or impose conditions on laboratory licences.

General Classes or Types of Records

Contain general administration records as described in Chapter II of this directory. All records are maintained by the ministry.

Personal Information Banks

Contain information on laboratory licensees involved in hearings before the board.

Laboratory Review Board Hearings

Location: Health Boards Secretariat. **Legal Authority:** Laboratory and Specimen Collection Centre Licensing Act, R.S.O. 1980, c.66, s.61. **Information Maintained:** Name, terms or conditions on licences, decisions and reasons. **Uses:** Conduct board hearings. **Users:** Board members, Health Boards Secretariat staff. **Individuals in Bank:** Licensees appealing orders under the Health Facilities Special Orders Act revoking, rejecting or restricting their licences. **Retention and Disposal:** Five years, then transferred to archives.

Lieutenant Governor's Board of Review

Within six months of issue and annually thereafter, the Board reviews the cases of all persons who are subject to a Lieutenant Governor's Warrant as a result of having been found not guilty by reason of insanity or unfit to stand trial.

General Classes or Types of Records

Contain general administration records as described in Chapter II of this directory. All records are maintained by the ministry.

Personal Information Banks

Contain information on psychiatric patients held on Lieutenant Governor's warrants.

Lieutenant Governor's Board of Review

Location: Lieutenant Governor's Board of Review. **Legal Authority:** Criminal Code of Canada, R.S.C. 1985, c.C-42, s.619. **Information Maintained:** Name, address, medical diagnosis, rationale for warrant. **Uses:** Conduct reviews. **Users:** Board members, staff, patients' counsel. **Individuals in Bank:** Individuals detained on Lieutenant Governor's warrants. **Retention and Disposal:** Not determined.

Medical Eligibility Committee - Health Insurance

The committee reviews disputes concerning decisions of the general manager of OHIP on the medical necessity of a hospital or health facility service. The committee recommends whether or not the general manager should order payment for such service. The Professional Services Branch of OHIP provides secretariat services to the committee.

General Classes or Types of Records

Contain information on policy and procedures for hearing disputes and the administration of the committee.

Appeals Processing and Procedures
Committee Membership
Memorandum of Understanding of Members of Committee

Personal Information Banks

Contain information on the eligibility for payment by OHIP of disputed services.

Medical Eligibility Committee Reviews

Location: Medical Eligibility Committee. **Legal Authority:** Health Insurance Act, R.S.O. 1980, c.1987, s.25. **Information Maintained:** Name, OHIP number, name in which coverage is registered, address, medical information, subject category of decision being disputed, committee decision, type of appeal, financial information, notice of appeal. **Uses:** Enable committee to judge whether or not medical services in a hospital or extended care facility or ambulance services are medically necessary and should be insurable services; provide case information to Health Services Appeal Board; monitor program; provide statistics; respond to ministry inquiries about specific cases. **Users:** Medical Eligibility Committee members, secretary, Ministry of Health program staff. **Individuals in Bank:** Insured persons or their physicians requesting referral to the committee. **Retention and Disposal:** Not determined.

Medical Personnel Selection Committee

This committee selects and approves graduate physicians for the establishment of practice grants or contracts of service. The committee also selects and approves medical students for the medical bursary program.

General Classes or Types of Records

Contain general administration records as described in Chapter II of this directory. All records are maintained by the ministry.

Personal Information Banks

Contain information on physicians and medical specialists awarded/not awarded incentive grants or professional contracts. Also contain information on third or fourth-year or post-graduate medical students who are awarded/not awarded bursaries.

Physician Incentive Programs

Location: Underserviced Area Program. **Legal Authority:** Ministry of Health Act, R.S.O. 1980, c.280, s.10(b). **Information Maintained:** Name, personal information, education record, references. **Uses:** Support and evaluate award of incentives to physicians and medical specialists to practise in designated underserviced areas. **Users:** Program consultants, administrative staff, Medical Personnel Selection Committee members. **Individuals in Bank:** Physicians, medical specialists. **Retention and Disposal:** Ten years, then transferred to archives.

Medical Review Committee - Health Insurance

The committee makes recommendations to the general manager of OHIP on disputed claims under the Health Insurance Act and reports on other matters referred to it.

General Classes or Types of Records

Contain general administration records as described in Chapter II of this directory. All records are maintained by the ministry.

Personal Information Banks

None

Nursing Homes Review Board

As authorized by the Nursing Homes Act, the board holds hearings concerning licence disputes, and reviews decisions affecting nursing homes under the Health Facilities Special Orders Act.

General Classes or Types of Records

Contain general administration records as described in Chapter II of this directory. All records are maintained by the ministry.

Personal Information Banks

Contain information on nursing home licensees involved in hearings before the board.

Nursing Homes Review Board Hearings

Location: Health Boards Secretariat. **Legal Authority:** Nursing Homes Act, R.S.O. 1980, c.320, s.6. **Information**

Maintained: Name, address of licensee, decisions and reasons. **Uses:** Conduct board hearings. **Users:** Board members, Health Boards Secretariat staff. **Individuals in Bank:** Licensees appealing orders revoking, refusing or denying renewal of licences including revocations under the Health Facilities Special Orders Act. **Retention and Disposal:** Five years, then transferred to archives.

Optometry Review Committee

The committee makes recommendations to the general manager of OHIP on disputed claims under the Health Insurance Act and reports on other matters referred to it.

General Classes or Types of Records

Contain general administration records as described in Chapter II of this directory. All records are maintained by the ministry.

Personal Information Banks

None

Osteopathy Review Committee

Responsible for recommendations to the general manager of OHIP on disputed claims under the Health Insurance Act and for reporting on other referrals.

General Classes or Types of Records

Contain general administration records as described in Chapter II of this directory. All records are maintained by the ministry.

Personal Information Banks

None

Professional Services Management Committee

The committee contracts qualified medical and dental practitioners and determines their salaries and terms of employment.

General Classes or Types of Records

Contain general administration records as described in Chapter II of this directory. All records are maintained by the ministry.

Personal Information Banks

Contain information on physicians and dentists on contract with the ministry.

Physicians' and Dentists' Contracts

Location: Human Resources and Personnel Development Branch. **Legal Authority:** Order in Council 1654/79. **Information Maintained:** Name, contract category, work location, contract period and salary. **Uses:** Compile statistics; renew contracts. **Users:** Committee secretary and members, Professional Services Management Committee. **Individuals in Bank:** Physicians, psychiatrists and dentists employed by the ministry under contract by the Professional Services Management Committee. **Retention and Disposal:** Not determined.

Psychiatric Patient Advocate Office

The office provides advocacy and rights services to inpatients in provincial psychiatric hospitals.

General Classes or Types of Records

Contain administration and policy records, information relating to community and advisory groups, and workshops and conferences held by the office.

Associations, Boards and Committees
Workshop Background Papers

Personal Information Banks

Contains information on psychiatric patients served by the Patient Advocates, and visited by the Rights Advisors.

Psychiatric Patient Advocate Office - Client Files

Location: Provincial psychiatric hospitals in Brockville, Hamilton, Kingston, Lakehead, London, North Bay, Penetanguishene, Toronto, St. Thomas, Whitby, Oak Ridges. **Legal Authority:** Mental Health Act, R.S.O. 1980, c.262, s.5. and s.30a. **Information Maintained:** By Patient Advocates - Name, age, sex, medical history, legal status under the Mental Health Act, nature of communication with advocate and other parties, extracts from clinical record. By Rights Advisors - Name, age, sex, medical history, legal status under the Mental Health Act, information relating to eligibility for Legal Aid, communication with Rights Advisor and other parties. **Uses:** By Patient Advocates - Maintain a record of the advocacy conducted on behalf of a patient. By Rights Advisors - Maintain a record of the rights advice provided to patients, and the carrying out of patient's instructions, if any. **Users:** Patient Advocates and Rights Advisors in provincial psychiatric hospitals, Psychiatric Patient Advocate Office Coordinator, executive assistant, legal counsel. **Individuals in Bank:** Psychiatric inpatients serviced by the Patient Advocates, and those visited by the Rights Advisor. **Retention and Disposal:** Policy under review.

Review Board Under the Mental Health Act

The board holds hearings and reviews concerning patients of psychiatric facilities.

General Classes or Types of Records

Contain general administration records as described in Chapter II of this directory. All records are maintained by the ministry.

Personal Information Banks

Contain information on hearings and reviews concerning patients of psychiatric facilities.

Review Board Hearings - Psychiatric Patients

Location: Local boards in Brockville, Hamilton, Guelph, Kingston, London, North Bay, Ottawa, Penetanguishene, Sudbury, Thunder Bay and Toronto (east and west). **Legal Authority:** Mental Health Act, R.S.O. 1980, c.262; as amended, S.O. 1987, s.1(c), s.1(d)(1), s.29(a)(4) and (14), s.30, s.31, s.35(a)(1), s.35(b)(1) and s.43. **Information Maintained:** Name, clinical and legal information, decision of board.

Uses: Record board hearings and reviews; preparation for appeals. **Users:** Board members, administrative staff and appellate courts. **Individuals in Bank:** Psychiatric patients. **Retention and Disposal:** Not determined.

Task Force on the Implementation of Midwifery

The task force examines and makes recommendations to the Minister of Health and the Minister of Colleges and Universities on the education of and practice arrangements for midwives in Ontario.

General Classes or Types of Records

Contain information on administration and information required to carry out specific projects and studies.

Background Documentation - Historical Descriptive Papers of Midwifery in Ontario and Other Jurisdictions
Briefs and Submissions to the Task Force
Fact-Finding Trips and Public Hearings (October 1986) of Task Force Members - Report
Midwifery Education and Practice in Other Jurisdictions
Statistical Data - Ontario and Elsewhere

Personal Information Banks

Contain information on the task force members.

Task Force Membership List (Disbanded in 1987)

Location: Task Force on the Implementation of Midwifery. **Legal Authority:** Order in Council 968/86. **Information Maintained:** Name, address, telephone number, financial remuneration. **Uses:** Administrative purposes (mailings, travel expense claims). **Users:** Task force support staff. **Individuals in Bank:** Task force members. **Retention and Disposal:** Two years, then destroyed.

Access

Freedom of Information and Privacy Office
10th floor, Hepburn Block
80 Grosvenor Street
Toronto, Ontario
M7A 1R3
Telephone: (416) 965-3550

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A public reading room for the review of manuals and other information is open during regular office hours on the first floor at 15 Overlea Boulevard, Toronto.

Ministry of Housing

Head

Minister of Housing
10th Floor, 777 Bay Street
Toronto, Ontario
M5G 2E5
Telephone: (416) 585-7111

Mandate

The Ministry of Housing is responsible for developing strategies to meet the need for affordable housing while encouraging the conservation of existing accommodation. Through the Ontario Housing Corporation, it provides rent-geared-to-income housing for low- and moderate-income households. The ministry also promotes residential construction and renovation in the private sector; assumes responsibility for the administration of rent-review legislation and the rent registry; and ensures safe and efficient building in Ontario.

Organization

The ministry is organized into four primary areas of activity - Social Housing, Housing Policy, Building Programs, and Corporate Resources Management. There is also the Seaton Interim Planning Team. The Ministry of Housing is planning a reorganization in the late autumn of 1990. Ministry records will not change, but they may be located in different wings of the ministry.

Divisions

Office of the Deputy Minister

The office is responsible for the overall management of the ministry's operations. Reporting to the office are the Housing Policy, Social Housing and Corporate Resources Management Divisions as well as the Communications Branch, Ontario Buildings Branch and Seaton Interim Planning Team.

General Classes or Types of Records

Contain general information relating to overall management and planning.

Associations
Committees
Councils, Boards

Personal Information Banks

None

Communications Branch

The Communications Branch supports both the Ministry of Housing and the Ministry of Municipal Affairs. The branch is responsible for internal and external communications activities including corporate communications, media and information liaison, official ceremonies, speech, news release and publications production, and legislative and ministerial support. It administers customer service programs for both ministries.

General Classes or Types of Records

Contain general administration records as described in Chapter II of this directory and background documentation and working papers for publications, speeches, briefing notes and reports.

Personal Information Banks

None

Corporate Resources Management Wing

Provides administrative and financial services for the ministry and its Crown corporations as well as services for the Ministry of Municipal Affairs. Services include audit, legal, supply and office, information technology, corporate and agency, human resources, financial, employment equity and accommodation.

General Classes or Types of Records

Contain information on general administrative and financial matters of the ministry and its Crown corporations including internal audit, personnel policies and procedures, employment equity program, and information relating to the portfolio responsibilities of the deputy minister.

Corporate Planning (strategic planning, research, analysis, Cabinet and Management Board submissions, minutes and resource/results planning)
Financial Material
Minutes (Crown corporations and advisory committees)

Manuals

Issued to managers to provide direction on administrative, financial, personnel and policies procedures.

Accounting Procedures, Research and Development
Administration
Collective Agreement
Crown Employee Personnel
Delegation of Authority
Employment Equity
Human Resources Procedures
Office of the Treasury

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Career Planning/Training
Central Attendance Recording System (CARS)
Employment Application Inventory
Employment Equity Program
Freedom of Information and Protection of Privacy Act Requests
General Employment History and Payroll Information
Grievances and Applications
Identity/Employee Card
Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)
Job Competitions
Library Users List
Litigation Files

Medical Information (Personnel)
Ombudsman/Human Rights Commission
Parking Records
Performance Management
Travel/Expense Accounts
Workers' Compensation

Contain information relating to the administration and awarding of tenders, purchase requisitions, and membership of affiliated boards, agencies and commissions.

Agencies, Boards and Commissions - Administration Reports

Location: Corporate and Agency Services. **Legal Authority:** Ministry of Municipal Affairs and Housing Act, S.O. 1981, c.19, s.11 and s.4(4); Ontario Housing Corporation Act, R.S.O. 1980, c.339; Residential Rent Regulation Act, S.O. 1986, c.63, s.14. **Information Maintained:** Record of per-diem and travel-expense compensation, name, address. **Uses:** Administration of board, agency or commission membership. **Users:** Finance, human resources, legal, other staff, as required. **Individuals in Bank:** Members of the ministry's boards, agencies and commissions. **Retention and Disposal:** Not determined.

Housing Authority Employees - Reports

Location: Human Resources and Financial Services Branch. **Legal Authority:** Ontario Housing Corporation Act, R.S.O. 1980, c.339. **Information Maintained:** Name, Social Insurance Number, date of birth, insurance, pension, salary and classification information. **Uses:** Centralize information of the 58 housing authorities; facilitate the ministry's role as agent for these authorities. **Users:** Ontario Housing Corporation management, human resource and finance staff. **Individuals in Bank:** Employees of local housing authorities. **Retention and Disposal:** For duration of individual's employment, then destroyed.

Ontario Housing Corporation (OHC) Debarred Companies List

Location: Corporate and Agency Services. **Legal Authority:** Ontario Housing Corporation Act, R.S.O. 1980, c.339, s.4. **Information Maintained:** Individual's/company's name, correspondence regarding debarment. **Uses:** Communicate board decisions to affected companies/individuals. **Users:** Staff of Corporate and Agency Services, Management Services, and OHC board of directors. **Individuals in Bank:** Debarred companies/individuals. **Retention and Disposal:** For period of debarment, then destroyed.

Social Housing Wing

The Social Housing Wing responds to the needs of Ontario residents for socially assisted housing in cooperation with the non-profit and cooperative housing sectors, the private sector, other ministries, and various levels of government. It is responsible for the development of social housing policy and the delivery of socially assisted housing and market programs for the purpose of increasing the accessibility of affordable housing in the province. It supports and promotes social housing for low- and modest-income families, senior citizens, the handicapped and other eligible persons to ensure their access to safe, well- maintained, secure and affordable shelter.

General Classes or Types of Records

Contain information on administrative processes and operational policy, program planning and analysis, planning and delivery of housing activities and programs; financial analysis, tracking and forecasting of housing programs and initiatives.

Administration - Program and Operational Procedures for Social Housing
Agreements
Circular Letters, Directives, Newsletters
Computer-Generated Reports
Financial
Forms Register
Housing Development and Administration
Housing Reports and Statistics
Mailing Lists
Minutes
Operational and Technical Standards
Program Outlines

Manuals

Issued to organizations or individuals to provide guidelines on the administration and operational policy of housing programs.

Non-Profit Manuals

Community-Sponsored Housing Program - Non-Profit
Index-Linked Mortgage Rent Supplement
Municipal Development
Municipal Non-Profit
Non-Profit Administration
Non-Profit Development
Ontario Community Housing Assistance Program

Housing Authority Manuals

Applicant Tenant Administration
Housing Authority Administration
Planned Maintenance
Safety Administration

Technical Support Services Manuals/Publications

Building Conservation Management System, Inspection
Conservation Specifications (vols 1, 2 and 3)
Fire Log Book and Safety Plan
Technical Guide for Family Housing
Technical Guide for Senior Citizen Housing
Technical Guide for Special Projects with Care Facilities

Personal Information Banks

Contain information on applicants for the Social Housing Wing's housing programs.

Convert-to-Rent Program - Applicants

Location: Regional Housing Program Offices (RHPO). **Legal Authority:** Housing Development Act, R.S.O. 1980, c.209; Municipal Affairs and Housing Act, S.O. 1981, c.19; Ontario Housing Corporation Act, R.S.O. 1980, c.339. **Information Maintained:** Name, address and financial information, staff assessments, site meeting reports and construction reports. **Uses:** Determine eligibility for interest-free construction loans. **Users:** Program staff and ministry auditors. **Individuals in Bank:** Applicants. **Retention and Disposal:** Seven years, then destroyed.

Federal-Provincial Non-Profit Housing Program

Location: Regional Housing Program Offices (RHPO). **Legal Authority:** Housing Development Act, R.S.O. 1980, c.209; Municipal Affairs and Housing Act, S.O. 1981, c.19, s.4; Ontario Housing Corporation Act, R.S.O. 1980, c.339. **Information Maintained:** Name, address, financial information, staff assessments. **Uses:** Determine eligibility for financial assistance. **Users:** Canada Mortgage and Housing Corporation, RHPO staff, ministry auditors. **Individuals in Bank:** Applicants (non-profit groups). **Retention and Disposal:** Seven years, then destroyed.

Federal-Provincial Rural Housing Program (Ownership)

Location: Regional Housing Program Offices (RHPO). **Legal Authority:** Housing Development Act, R.S.O. 1980, c.209, s.2 and s.7; Municipal Affairs and Housing Act, S.O. 1981, c.19; Ontario Housing Corporation Act, R.S.O. 1980, c.339. **Information Maintained:** Name, address, financial information, staff assessments. **Uses:** Determine eligibility for funding. **Users:** RHPO staff, ministry auditors. **Individuals in Bank:** Applicants (homeowners). **Retention and Disposal:** Seven years, then destroyed.

Federal-Provincial Senior Citizen Rural Housing Program

Location: Regional Housing Program Offices (RHPO). **Legal Authority:** Housing Development Act, R.S.O. 1980, c.209, s.2; Municipal Affairs and Housing Act, S.O. 1981, c.19; Ontario Housing Corporation Act, R.S.O. 1980, c.339, s.6. **Information Maintained:** Name, reports to Ontario Housing Corporation Board, Canada Mortgage and Housing Corporation-signed Designation Agreements, certificates of final costs, construction starts, completion dates. **Uses:** Determine eligibility for funding. **Users:** RHPO staff, ministry auditors. **Individuals in Bank:** Applicants. **Retention and Disposal:** Seven years, then destroyed.

Low-Rise Rehabilitation Program

Location: Regional Housing Program Offices (RHPO). **Legal Authority:** Housing Development Act, R.S.O. 1980, c.209, s.2; Municipal Affairs and Housing Act, S.O. 1981, c.19; Ontario Housing Corporation Act, R.S.O. 1980, c.339. **Information Maintained:** Name, address, staff assessments. **Uses:** Determine eligibility for funding. **Users:** RHPO staff, ministry auditors. **Individuals in Bank:** Applicants (homeowners). **Retention and Disposal:** Seven years, then destroyed.

Ontario Home Renewal Program (OHRP)

Location: Regional Housing Program Offices (RHPO). **Legal Authority:** Housing Development Act, R.S.O. 1980, c.209, s.2; Municipal Affairs and Housing Act, S.O. 1981, c.19; Ontario Housing Corporation Act; R.S.O. 1980, c.339. **Information Maintained:** Name, municipality details, staff assessments. **Uses:** Determine eligibility for funding. **Users:** RHPO staff, ministry auditors. **Individuals in Bank:** Applicants (homeowners) or municipalities. **Retention and Disposal:** Seven years, then destroyed.

Ontario Home Renewal Program for Disabled Persons (OHRP-D)

Location: Regional Housing Program Offices (RHPO). **Legal Authority:** Housing Development Act, R.S.O. 1980, c.209, s.3; Municipal Affairs and Housing Act, S.O. 1981, c.19; Ontario Housing Corporation Act, R.S.O. 1980, c.339. **Information Maintained:** Name, address, staff assessments, financial data. **Uses:** Determine eligibility for funding. **Users:** RHPO staff, ministry auditors. **Individuals in Bank:** Applicants (homeowners). **Retention and Disposal:** Seven years, then destroyed.

Provincial Non-Profit Housing Program - P3000, P3600 and Homes Now

Location: Regional Housing Program Offices (RHPO). **Legal Authority:** Housing Development Act, R.S.O. 1980, c.209; Municipal Affairs and Housing Act, S.O. 1981, c.19; Ontario Housing Corporation Act, R.S.O. 1980, c.339. **Information Maintained:** Name, address, financial information, staff assessments. **Uses:** Determine eligibility for financial assistance. **Users:** Canada Mortgage and Housing Corporation, RHPO staff, ministry auditors. **Individuals in Bank:** Applicants (non-profit groups). **Retention and Disposal:** Seven years, then destroyed.

Rent Supplement Program

Location: Regional Housing Program Offices (RHPO). **Legal Authority:** Housing Development Act, R.S.O. 1980, c.209, s.2; Municipal Affairs and Housing Act, S.O. 1981, c.19; Ontario Housing Corporation Act, R.S.O. 1980, c.339. **Information Maintained:** Name, address of landlord, agreement, authorization to lease. **Uses:** Determine suitability of units offered by landlords. **Users:** RHPO staff, ministry auditors. **Individuals in Bank:** Landlord/applicant. **Retention and Disposal:** Seven years, then destroyed.

Housing Policy Wing - Housing Supply Policy and Rent Review

Develops policy, strategic recommendations and programs to encourage and facilitate the supply of affordable and adequate rental and ownership housing in Ontario, including new construction, rehabilitation and more efficient utilization of the existing housing stock. The wing also implements the Residential Rent Regulation Act by resolving applications for rent review and related matters filed by landlords and tenants, advising the public on all residential tenancy matters, developing policy on rent review issues, administering the residential rent registry, and reviewing and recommending appropriate action concerning applications for exemptions under the Rental Housing Protection Act.

General Classes or Types of Records

Contain information on maintenance, preservation programs and housing programs and initiatives. Also contain information relating to the administration of residential rent regulation legislation, the operations of the rent registry, the control of demolitions and conversions and associated policy education programs.

Administration - Regional and Local
Administration - Rental Housing Protection Act
Applications under the Residential Rent Regulation Act, 1986

Education and Training
Financial and Technical
Housing Project Administration (Add-a-Unit, Granny Flats, Home Planning Advisory Services, Home Sharing, Municipal Building Profile Program, Neighbours, Property Management Support Programs, Seniors' Retirement Community)
Housing Research Projects and Statistics
Residential Rental Unit Information (Rent Registry)

Manuals

Issued to assist managers and staff in administering housing supply initiatives and residential rent regulation legislation.

Administration
Education
Rent Review Operating Guide

Personal Information Banks

Contain information required to administer and determine eligibility for programs offered by the ministry. Also contain information concerning Ontario's Rent Registry and rent review applications under the Residential Rent Regulation Act, 1986. For rent review applications prior to December 31, 1986, and on personal information banks for the Residential Tenancy Commission, see Residential Tenancy Commission listed under Affiliated Agencies.

Add-a-Unit Pilot Program - Applicants

Location: Housing Conservation Unit. **Legal Authority:** Municipal Affairs and Housing Act, S.O. 1981, c.19. **Information Maintained:** Name, address assessment of eligibility, financial information and applicant contract. **Uses:** Evaluate eligibility; administer the program; evaluate program for research purposes. **Users:** Housing Supply Policy Branch administrative staff. **Individuals in Bank:** Applicants. **Retention and Disposal:** 15 years, then destroyed.

Applications for Exemption from the Rental Housing Protection Act

Location: Rental Housing Protection Program. **Legal Authority:** Rental Housing Protection Act, S.O. 1986, c.26, as amended S.O. 1989, c.31. **Information Maintained:** Name, address, submissions supporting application of eligibility, recommendation for disposition. **Uses:** Determine eligibility of property for exemption; administer the act. **Users:** Rental Housing Protection Program staff. **Individuals in Bank:** Applicants. **Retention and Disposal:** Not determined.

Applications for Rent Review

Location: 20 local Rent Review Services Offices. **Legal Authority:** Residential Rent Regulation Act, S.O. 1986, c.63. **Information Maintained:** Applications by landlords and tenants for rent review, lists of tenants' names, rents charged and proposed on landlord's application for whole building review, financial and other documentation and submissions in support of applications, documentation from other sources as part of assessment process on application, notes of oral submissions made by parties on the applications, orders made as a result of the application. **Uses:** Determine entitlement to order sought on application. **Users:** Local and main office staff, parties to applications, names and addresses of parties only to staff of the Residential Rental Standards Board. **Individuals in Bank:** Landlords, tenants, agents. **Retention and Disposal:** Eight years, then transferred to archives.

Complaints Respecting Violations of the Rental Housing Protection Act

Location: Rental Housing Protection Program. **Legal Authority:** Rental Housing Protection Act, S.O. 1986, c.26; as amended S.O. 1989, c.31. **Information Maintained:** Name, address, telephone number, complaint documentation. **Uses:** Determine whether or not to request investigation. **Users:** Rental Housing Protection Program staff. **Individuals in Bank:** Complainants, property owners, tenants, witnesses. **Retention and Disposal:** Not determined.

Portable Living Units for Seniors (PLUS) or "Granny Flats" Demonstration Project

Location: Housing Conservation Unit. **Legal Authority:** Municipal Affairs and Housing Act, S.O. 1981, c.19; Ontario Housing Corporation Act, R.S.O. 1980, c.339. **Information Maintained:** Name, address, lot information, health and marital status, rent paid for unit. **Uses:** Administer the demonstration project; formulate, implement, and evaluate program and policies. **Users:** Housing Supply Policy Branch administrative staff, project specialists, legal staff and corporate accounting staff. **Individuals in Bank:** Project participants, PLUS occupants and host families. **Retention and Disposal:** Seven years, then destroyed.

Rent Registry

Location: Ontario Rent Registry and 20 local Rent Review Services Offices. **Legal Authority:** Residential Rent Regulation Act, S.O. 1986, c.63. **Information Maintained:** Rents, related details for residential rental units in Ontario. **Uses:** Provide rent information for residential units; enforce legislation; determine applications under the act; ministry mailing lists; compile statistical studies of rents and the rental housing market. **Users:** Rent Registry and Rent Review Services Branch staff. **Individuals in Bank:** Landlords, tenants, agents. **Retention and Disposal:** Not determined.

Building Services Division

This division is responsible for the Building Services Program. This program, which is administered by the Ontario Buildings Branch, is designed to maintain and improve public safety in buildings, to increase the efficiency and effectiveness of the regulatory system and to strengthen the building industry and improve its productivity in Ontario. This is accomplished through effective regulation, facilitating the building process and encouraging and supporting the development and use of innovative building practices and materials. The branch is responsible for the administration of the Building Code and the Plumbing Code, for regulatory reform and for education, training and advisory services for the industry and municipalities.

General Classes or Types of Records

Contain information on the administration of the Building Code, the Plumbing Code, the Building Code Commission and the Building Materials Evaluation Commission.

Administration of Building Code
Administration of Building Code Commission

Administration of Building Materials Evaluation Commission
Administration of Plumbing Code
Building Industry Correspondence
Demonstration and Pilot Projects
Education and Training re Building Code and Its Administration
Regulatory Research, Analysis and Statistics

Manuals

Contain information relating to the Building Code.

Administration
Building Action Newsletter
Building Code
Building Code on Compact Disc (CD-CODE)
Guide and Illustrations for Part 3 of the Building Code
Guide and Illustrations for Part 9 of the Building Code
Plumbing Code
Training and Education

Personal Information Banks

None

Housing Advocacy Task Force

The Housing Advocacy Task Force (HATF) was formed in the spring of 1988. Its mandate is to (1) implement the province's Housing First policy on provincially owned land; (2) intervene in the land-use planning and approvals environment to facilitate affordable housing production; (3) develop community, industry and municipal partnerships to enhance the production of affordable housing; and (4) generally seek opportunities for the development of affordable housing. HATF promotes community education activities on housing issues and solutions. It assists in the implementation of the Provincial Policy Statement on Housing and Land Use.

General Classes or Types of Records

Contain information relating to potential affordable housing projects.

Government Land Holdings
Interventions - Municipalities, Non-Profit Organizations

Personal Information Banks

None

Seaton Interim Planning Team

The Seaton Interim Planning Team was formed in the fall of 1989 to lay the ground word for the North Pickering Development Corporation. The corporation will be instrumental in developing a community of 90,000 people on provincially owned land, northeast of Metropolitan Toronto, in the Regional Municipal of Durham. A wide range of homes will be made available to household of all incomes.

General Classes or Types of Records

Contain information relating to the research and planning of the Seaton Lands, and the organization of the North Pickering Development Corporation.

Environmental Planning
Interministerial Steering Committee
Municipalities and Ministries
New Community Development
North Pickering Development Corporation
Research
Seaton Community

Personal Information Banks

None

Affiliated Agencies

Building Code Commission Building Materials Evaluation Commission

The Building Code Commission resolves disputes regarding the interpretation of the technical requirements of the building code. The Building Materials Evaluation Commission examines, researches, and authorizes materials, techniques and building design where no criteria are set out in the code.

General Classes or Types of Records

Contain information on commission hearings, authorizations for the use of innovative materials and techniques, and research documentation (e.g., test data and specifications) relating to the above.

Applications to the Building Code Commission
Applications to the Building Materials Evaluation Commission
Research Material - Techniques and Building Design

Personal Information Banks

None

Ontario Housing Corporation (and Local Housing Authorities)

The Ontario Housing Corporation provides and manages assisted rental housing units occupied by qualified residents. The local housing authorities, located throughout the province, are directly responsible for administering rent-geared-to-income units in numerous municipalities. Additional rent-geared-to- income units are made available to the Ontario Housing Corporation by the private sector through the Rent Supplement Program. The Ontario Housing Corporation also subsidizes the operation of senior citizen rent-geared-to-income units owned by the Metropolitan Toronto Housing Company Limited.

General Classes or Types of Records

Contain information on the administration and management of the social housing portfolio and Rent Supplement Program.

Administration
Local Housing Authority and Corporate Budgets
Local Housing Authority Applicants/Tenants and Administration

Manuals

Issued to managers and local housing authorities to provide administrative assistance.

Applicant/Tenant Administration
Housing Authority Administration
Planned Maintenance
Safety Administration

Personal Information Banks

Contain information relating to tenant applications and eligibility for assisted housing. In addition, contain information relating to the retention and appraisal of consultants hired by the corporation.

The local housing authorities use the common personal information banks as described in Chapter II of this directory. However, some exceptions may apply. The legal authority is the Housing Development Act. Each local housing authority uses its own attendance recording system instead of the Central Attendance Recording System (CARS); and instead of using the Integrated Payroll, Personnel and Employee Benefits System (IPPEBS), the local housing authorities have the Housing Integrated Payroll and Personnel Benefits System (HIPPS).

Consultants Hired by Ontario Housing Corporation - Records

Location: Regional Housing Programs Office. **Legal Authority:** Ontario Housing Corporation Act, R.S.O. 1980, c.339. **Information Maintained:** Name, address, business details of professional consultants, contract terms and conditions. **Uses:** Record retention of consultants; record payments made; assist in performance appraisal. **Users:** Ministry financial, administrative and technical staff. **Individuals in Bank:** Consultants. **Retention and Disposal:** Seven years, then destroyed.

Housing Authority Tenants and Applicants

Location: Finance Branch. **Legal Authority:** Housing Development Act, R.S.O. 1980, c.209, s.2; Ontario Housing Corporation Act, R.S.O. 1980, c.339. **Information Maintained:** Tenant's/applicant's name, Social Insurance Number, date of birth, family composition, household income. **Uses:** Determine eligibility of and priority of need among applicants; determine rent calculation. **Users:** Housing Authority staff, ministry finance and field operations staff. **Individuals in Bank:** Tenants and applicants. **Retention and Disposal:** Seven years, then destroyed.

Rent Review Hearings Board

The Rent Review Hearings Board is a quasi-judicial body reporting to the minister. The board hears appeals from landlords or tenants who are dissatisfied with decisions resulting from the administrative review process.

General Classes or Types of Records

Contain information relating to the administration of the board and hearing files for appeals of a minister's order by a landlord or a tenant.

Appeal Process
Policy and Procedure Development

Personal Information Banks

Contain information on appeals of rent review decisions and on expenses incurred by members of the Rent Review Hearings Board.

Appeals From Decisions Made by Rent Review Services

Location: Rent Review Hearings Board. **Legal Authority:** Residential Rent Regulation Act, S.O. 1986, c.63. **Information Maintained:** Landlord's/tenant's name, appeals from decisions made on applications, appeals from decisions made subsequent to a minister's motion, appeals from Residential Rental Standards Board orders, names and addresses of past and present landlords and tenants, supporting financial information. **Uses:** Determine lawful rent that may be charged, maximum rent, rent rebates, suspension/forfeiture of rents and matters related to rent review. **Users:** Board members, staff, parties to appeals. **Individuals in Bank:** Landlords and tenants affected by or appealing rent review orders or Residential Rental Standards Board orders. **Retention and Disposal:** Eight years, then transferred to archives.

Residential Rental Standards Board

The board makes recommendations on the appropriate maintenance and occupancy standards for residential rental properties and on procedures for the administration and enforcement of standards. In cases where non-compliance with standards affects life, health or safety, the board will report to the minister and this may result in a rent penalty.

General Classes or Types of Records

Contain information relating to research and analysis required to establish long-term procedures to maintain residential rental properties at or above a minimum level of adequacy. Also contain information relating to cases in which non-compliance with standards affects the life, health or safety of occupants.

Personal Information Banks

Contain information submitted respecting maintenance complaints and proposed orders for repair of rental housing. Also contain information relating to the retention and appraisal of consultants hired by the board.

Consultants Hired by the Residential Rental Standards Board - Records

Location: Residential Rental Standards Board. **Legal Authority:** Residential Rent Regulation Act, S.O. 1986, c.63. **Information Maintained:** Name, address, business details, contract terms and conditions. **Uses:** Record retention of consultants; record payments made; assist in performance appraisal. **Users:** Ministry financial, administrative and technical staff. **Individuals in Bank:** Property standards inspectors. **Retention and Disposal:** Not determined.

Submission From Landlords and Tenants Respecting Proposed Orders

Location: Residential Rental Standards Board. **Legal Authority:** Residential Rent Regulation Act, S.O. 1986, c.63. **Information Maintained:** Documents relating to the advisability of imposing a maintenance order on rental housing, name, address, financial information. **Uses:** Determine whether or not to order repair work. **Users:** Board members and staff. **Individuals in Bank:** Individuals corresponding with inspectors/board/staff. **Retention and Disposal:** Not determined.

Written Complaints From Tenants Respecting Maintenance

Location: Residential Rental Standards Board. **Legal Authority:** Residential Rent Regulation Act, S.O. 1986, c.63. **Information Maintained:** Name, address, telephone number, complaint documentation. **Uses:** Determine if property inspections are required. **Users:** Board members, staff, inspectors. **Individuals in Bank:** Tenants in residential rental units. **Retention and Disposal:** Not determined.

Residential Tenancy Commission

The Residential Tenancy Commission administers the Residential Tenancies Act which has been repealed. However, the commission will continue to hear proceedings commenced under that act prior to December 31, 1986, as well as deal with appeals made to higher courts for decision and returned to the commission for further action as instructed by the courts.

General Classes or Types of Records

Contain information relating to the management of the commission, legislation, legal opinions, investigations and prosecutions, the application process, the appeal process, administration and technical services.

Appeal Process
Applications for Rent Review/Reduction/Rebate
Customer Relations
Financial
Legal
Mediation

Manuals

Issued to commissioners to assist in interpreting the Residential Tenancies Act and related information, and to provide procedures for processing applications and public relations.

Application Processing
Residential Tenancy Commission Guidelines

Personal Information Banks

Contain information relating to the administration of the commission, correspondence, legal evidence, investigation files and appeals documentation.

Landlords' Applications for Rent Review

Location: Local offices of Rent Review Services. **Legal Authority:** Residential Rent Regulation Act, S.O. 1986, c.63. **Information Maintained:** Landlords' applications for rent review (rent increases), supporting financial information, names and addresses. **Uses:** Determine lawful rent that may be charged. **Users:** Commission members, staff, applicants, affected parties. **Individuals in Bank:** Applicants for rent increases. **Retention and Disposal:** Eight years, then transferred to archives.

Mediation and Appeal Files Regarding Applications for Rent Reductions and Rebates

Location: Local offices of Rent Review Services. **Legal Authority:** Residential Rent Regulation Act, S.O. 1986, c.63. **Information Maintained:** Documents relating to tenant applications or appeals for rent reductions or rent rebates, names, addresses and financial information. **Uses:** Assist in mediation of applications for rent reductions or rebates. **Users:** Commission staff and the parties involved. **Individuals in Bank:** Applicants for rent reductions or rebates. **Retention and Disposal:** Eight years, then transferred to archives.

Residential Tenancy Commission Expense Claims

Location: Chief Administrative Officer's Office. **Legal Authority:** Residential Rent Regulation Act, S.O. 1986, c.63. **Information Maintained:** Expenses incurred by commissioners and staff while on commission business. **Uses:** Record and reimburse commissioners and staff. **Users:** Administrative staff. **Individuals in Bank:** Commission members and staff. **Retention and Disposal:** One year, then destroyed.

Tenants' Applications for Rent Reductions or Rent Rebates

Location: Local offices of Rent Review Services. **Legal Authority:** Residential Rent Regulation Act, S.O. 1986, c.63. **Information Maintained:** Applications for rent reductions or rent rebates, supporting financial data, names and addresses. **Uses:** Determine the lawful rent that may be charged; determine whether or not tenant is entitled to a rent rebate or reduction. **Users:** Commission members and staff, applicants, affected landlords. **Individuals in Bank:** Applicants for rent reductions or rebates. **Retention and Disposal:** Eight years, then transferred to archives.

Access

Freedom of Information and Privacy Coordinator
Corporate and Agency Services
2nd Floor, 777 Bay Street
Toronto, Ontario
M5G 2E5
Telephone: (416) 585-7663

A public reading room for the review of manuals and other information is open during regular office hours on the second floor at 777 Bay Street, Toronto.

Humber College of Applied Arts and Technology

Head

Chairman, Board of Governors
Humber College of Applied Arts and Technology
205 Humber College Boulevard
Etobicoke, Ontario
M9W 5L7
Telephone: (416) 675-3111

Mandate

Humber College offers a wide range of diploma, certificate and continuing education programs to provide students with the skills needed in business, technology, health sciences, human services, applied arts, hospitality, tourism and other areas. The college specifically serves the communities of Etobicoke and York as well as meeting the diverse educational needs of other communities in Ontario.

Organization

Humber College is governed by a Board of Governors and is comprised of five major divisions: Board of Governors, Office of the President, Academic, Administrative, and Educational and Faculty Services. The administrative offices are on the main campus located at 205 Humber College Boulevard in Etobicoke, with eight campuses at other locations in Etobicoke and York.

Divisions

Board of Governors

The Board of Governors sets policy and corporate objectives for the college and provides direction for the interpretation of objectives and policies.

General Classes or Types of Records

Contain information relating to the development of policy, the establishment of goals and objectives for the college, and the general direction of college operations.

Bylaws
Minutes of Board and Standing Committees
Policies

Pesonal Information Banks

None

Office of the President

Reporting to the Board of Governors, the President is responsible for overall policy development, strategic direction and administration of the college. The Academic, Administrative, and Educational and Faculty Services Divisions report to the President.

General Classes or Types of Records

Contain information on the management of the college, the coordination of fundraising activities, the provision of information to the public on college affairs and the college's international training and development projects.

Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

Board of Governors Membership

Academic

This division provides full- and part-time diploma, certificate and continuing education programs. The following departments report to the Vice-President, Academic: Technology, Health Sciences, Business, Hospitality and Tourism, and Applied and Creative Arts. The division also administers government- sponsored employment and skills/academic upgrading programs such as Ontario Basic Skills and FUTURES.

General Classes or Types of records

Contain operational records common to community colleges as described in Chapter II of this directory, relating to the development and delivery of academic programs and the administration of government-sponsored programs.

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Day Care Registrants
FUTURES Program Applicants and Participants
Ontario Basic Skills Program Trainees
Ontario Training Incentive Program Trainees
Teacher Workload Records (Standard Workload Form)

Administrative

This division is responsible for the effective management and delivery of support services for the administration of the college. The following departments report to the Vice-President, Administration: Personnel, Finance, Student Residence, Physical Resources, Registrar, Legal Services, Campus Bookstore, Food Services, Security and Safety.

General Classes or Types of Records

Contain operational records common to community colleges relating to the enrolment and registration of students, as well as general administration records, as described in Chapter II of this directory.

Manuals

Issued to all administrative staff to provide policies on finance, purchasing and personnel functions.

Humber College Administrative Policies and Procedures

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Employee Personnel, Payroll and Benefits Records
Graduate and Alumni Records
Job Competitions and Applications
Ombudsman/Human Rights Commission
Student Applications
Student Registration and Academic History

Vocational Testing and Counselling
Workers' Compensation

Educational and Faculty Services

This division provides a variety of support services to faculty and students. The following departments report directly to the Vice-President, Educational and Faculty Services: Counselling, Placement, Student Life, Learning Resource Centre, Human Studies and Professional Development.

General Classes or Types of Records

Contain operational records common to community college relating to the provision of student services (as listed above) as well as general administration records described in Chapter II of this directory.

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Co-op, Work Term, Final Job Placements
Health and Medical Records
Library Users Lists
Ontario Student Assistance Program
Scholarships and Awards
Student Athletics and Fitness Programs
Student Counselling

Access

Freedom of Information and Privacy Coordinator
Humber College of Applied Arts and Technology
205 Humber College Boulevard
Etobicoke, Ontario
M9W 5L7
Telephone: (416) 675-3111, ext. 4520

A public reading room for the review of manuals and other information is open during regular office hours in the library at the North Campus, Room E202, Humber College Boulevard, Etobicoke.

Ministry of Industry, Trade and Technology

Head

Minister of Industry, Trade and Technology
8th Floor, Hearst Block
900 Bay Street
Toronto, Ontario
M7A 2E1
Telephone: (416) 965-1617

Mandate

The mandate of the Ministry of Industry, Trade and Technology is to help Ontario become a more productive and internationally competitive economy. The ministry does this by providing leadership in economic policy development, acting as an advocate for business within the Ontario government, promoting cooperation for economic development at all levels of government, and delivering a range of programs which stimulate opportunities for business and trade development. The ministry's programs include advice and financial assistance to encourage small business formation, expand domestic and international trade markets for Ontario-based companies, attract foreign investors, support small and large-scale industrial investments, and support technological research and development and technological transfer to industry through the Technology Fund.

Organization

The ministry is organized into four divisions, 21 branches/secretariats and a number of affiliated agencies. The general public and the business sector are served through 18 domestic and 16 international offices and the Jiangsu China Ontario Canada Science and Technology Centre.

Divisions

Communications Branch

The branch communicates the ministry's mandate, programs and services to a wide range of domestic and international markets, including the people of Ontario in general, the business community and investors and buyers.

General Classes or Types of Records

Contain information required to provide promotional, editorial and general enquiry support for ministry programs and services.

Editorial and Public Information
Industrial Achievement Awards
Publicity Mailing Lists
Selected Media Electronic File

Personal Information Banks

None

Legal Services Branch

The branch provides general legal and counsel services to the ministry and its agencies.

General Classes or Types of Records

Contain information dealing with legislation and legislative acts related to the ministry as well as advice provided to program and support branches and to the ministry's agencies.

Legal Documents (sealed)
Loan Agreements

Personal Information Banks

None

Premier's Council Secretariat

The Premier's Council Secretariat supports the activities of the Premier's Council, an advisory body, whose mandate is to develop and recommend long-term economic strategies for industrial and technological development in Ontario.

General Classes or Types of Records

Contain information related to the administration and coordination of the activities of the Premier's Council.

Council Reports
Council Minutes and Materials
Research for Council Reports
Technology Adjustment Research Program (TARP)

Personal Information Banks

None

Premier's Council Technology Fund Secretariat

The Technology Fund offers financial assistance to Ontario corporations, research organizations, post-secondary institutions and government ministries for the stimulation of joint ventures in research, development, and technology applications in areas of strategic importance that will enhance the long-term competitiveness of Ontario industry.

General Classes or Types of Records

Contain information related to the Technology Fund and Centres of Excellence proposals, proponents, and the administration of program funds.

Centres of Excellence Proposals
Fund Proponent Information
Industry Research Program Proposals
International Research Programs
Proposal Evaluations
RADARSAT Proposals
Technology Fund Financial Status Reports

Personal Information Banks

None

Corporate Resources Division

The division provides timely policies and planning for corporate resources programs and services, together with setting the direction for and management of efficient and effective financial, human resources, information technology, audit, information, records management and administrative services to support the ministry and some of its agencies. In addition, the division coordinates the Employment Equity Program, French Language Services and Freedom of Information and Protection of Privacy activities.

General Classes or Types of Records

Contain information on general administrative and financial matters, human resources policies and procedures, information and technology support systems and the ministry's financial and resource plan as described in Chapter II of this directory.

Manuals

A detailed procedures manual is available to all staff.

Employee Handbook
Ministry Administration Manual (vols 1 and 2)
Records Management Manual

Personal Information Banks

Contain the following common personal information banks as described in Chapter II of this directory.

Career Planning/Training
Central Attendance Recording System (CARS)
Employment Application Inventory
Employment Equity Program
Freedom of Information and Protection of Privacy Act Requests
General Employment History and Payroll Information
Grievances and Applications
Identity/Employee Card
Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)
Job Competitions
Medical Information (Personnel)
Parking Records
Performance Management
Travel/Expense Accounts
Workers' Compensation

Also contain information on ministry foreign service staff.

Foreign Service Officers

Location: International Offices Administration. **Legal Authority:** Ministry of Industry and Trade Act, S.O. 1982, c.31, s.3 and s.6. **Information Maintained:** Name, Ontario address, posting home address, position classification, salary, marital status, dependants and their living allowances/expenses, bank accounts, Social Insurance Number. **Uses:** Record the expenses of Foreign Service Officers and their dependants. **Users:** Foreign Service Administration Officer, Accounting staff and Personnel officers. **Individuals in Bank:** Foreign service and administrative staff employed by the ministry and their dependants. **Retention and Disposal:** Five years after posting completed, then destroyed.

Industry and Trade Expansion Division

The division encourages the growth of productive employment and investment by expanding domestic and international trade, promoting investment opportunities and strengthening the province's international competitiveness by providing a wide range of consulting and information services to business and institutions.

General Classes or Types of Records

Contain information on foreign and domestic industrial investment, assistance to entrepreneurs immigrating to Ontario, export marketing, and trade with foreign countries.

Company Mergers and Acquisitions
Export Forums, Seminars and Presentations
Export Managers for Hire
Foreign Market Profiles by Country
Immigrant's Skilled-Labour Employment
Incoming Agents, Distributors and Buyers
Industrial Development (municipal profiles)
Industrial Development (regional reports)
Industrial Investment (domestic and foreign)
International Marketing Intern Program
International Trade Fairs and Exhibitions
Investment Canada Clients
Market Planning
Ministry Client Companies
New Plant/Plant Expansion Database
Program Delivery Information System
Tariff Information
Trade Expansion Fund
Trade Missions
Trade Research and Statistics

Personal Information Banks

Contain information on immigrant entrepreneurs who have requested information or assistance from the Immigrant Entrepreneur Program.

Immigrant Entrepreneurs

Location: Immigrant Entrepreneur Section. **Legal Authority:** Ministry of Industry and Trade Act, S.O. 1982, c.31, s.3 and s.6. **Information Maintained:** Name, address, country of residence, age, language, qualifications, family data, business experience, income, last overseas address, date of landing in Canada, place and name of establishment created in Ontario. **Uses:** Record immigrants who are seeking to come or who have come to Ontario and immigrants whose entry to join an Ontario company is being or has been facilitated; record general enquiries to the Immigrant Entrepreneur Program. **Users:** Ministry consultants and administrative staff. **Individuals in Bank:** Immigrants who are clients of the Immigrant Entrepreneur Section. **Retention and Disposal:** 15 months to eight years, then destroyed; select files transferred to archives.

Small Business Ontario

Small Business Ontario stimulates employment and income opportunities through the effective development of Ontario's small business sector by acting as an advocate for small business and services within government.

General Classes or Types of Records

Contain information on manufacturing, services, marketing and product development opportunities available through ministry and Ontario government assistance programs, as well as those from other jurisdictions.

Ministry Client Companies
Small Business Advocacy Policies and General Information
Small Business Management
Small Business Seminars

Personal Information Banks

Contain information on Ontario entrepreneurs who are clients of the Small Business Advice and Counsel Section in order to assist in the delivery of the Small Business Program.

Small Business Client-Registration System

Location: Small Business Advice and Counsel Section. **Legal Authority:** Ministry of Industry and Trade Act, S.O. 1982, c.31, s.3 and s.6. **Information Maintained:** Name, business name, business and home address, sex, age group, business type and status, number of employees, investment, business registration, sales/cost saving. **Uses:** Provide a database of statistical information on entrepreneurs in order to study small business development trends in Ontario. **Users:** Branch consultants. **Individuals in Bank:** Entrepreneurs who are clients of the branch. **Retention and Disposal:** Hard copy - 14 months, then destroyed; annual master tape back-up - five years; select files transferred to archives.

Student Venture Program Loans

Location: Youth Start-Up Capital, Small Business Ontario. **Legal Authority:** Ministry of Industry and Trade Act, S.O. 1982, c.31, s.3 and s.6. **Information Maintained:** Name, address, home telephone number, sex, date of birth, Social Insurance Number, citizenship status, education, business experience, gross annual income, personal finance and creditors, application, rating sheet, Interim Business Report, final Income Statement, correspondence, loan contract. **Uses:** Provide a database of participants registered in the Student Venture Program; ensure that participants receive only one loan within the fiscal year. **Users:** Section administrative assistant and unit staff. **Individuals in Bank:** All applicants who are Ontario residents aged 15 or over and who are eligible to work in Ontario. **Retention and Disposal:** Approved loans - six years after approval; select files transferred to archives. Applications not approved - three years after decision; select files transferred to archives.

Technical Personnel Placement Program

Location: Advocacy Section, Small Business Ontario. **Legal Authority:** Ministry of Industry and Trade Act, S.O. 1982, c.31, s.3 and s.6. **Information Maintained:** Name, address, telephone number, Social Insurance Number, salary, citizenship status, academic and work history. May contain an employee performance report. **Uses:** Evaluate person's suitability for the position being proposed for funding under the program. **Users:** Ministry regional consultants, Technical Personnel Placement Program coordinator, consultants and support staff, members of the TPP Program Review Board. **Individuals in Bank:** People being considered for employment by the TPP Program, applicants for positions funded by the TPP Program. **Retention and Disposal:** Not determined.

Youth Venture Program Loans

Location: Youth Start-Up Capital, Small Business Ontario. **Legal Authority:** Ministry of Industry and Trade Act, S.O. 1982, c.31, s.3 and s.6. **Information Maintained:** Name, address, telephone number, sex, date of birth, Social Insurance Number, province of residence, education, business experience, personal finance and creditors, application, rating sheet, Business Review, correspondence, loan contract, income statements. **Uses:** Provide a database of participants registered in the Youth Venture Program; ensure that participants receive only one loan within the fiscal year. **Users:** Section administrative assistant and unit staff. **Individuals in Bank:** All applicants who are Ontario residents aged 18 to 29 years old, not going to school full-time and who are eligible to work in Ontario. **Retention and Disposal:** Approved loans - six years after approval; select files transferred to archives. Applications not approved - three years after decision; select files transferred to archives.

Policy and Development Division

The division is responsible for the planning and coordination of industrial, trade and technology policies for Ontario. It develops policies and programs to improve the growth and competitiveness of Ontario industries and foster regional industrial development and community economic adjustment. The division coordinates the administrative and financial requirements of the Technology Centres.

General Classes or Types of Records

Contain information on the development of ministry policy, programs and strategic planning, and research and evaluation of technology advancement for Ontario industry.

Advanced Technology Studies and Marketing
Economic Forecasts and Statistical Data
Industrial Investment (domestic and foreign)
Policies (industrial, innovation and technology, ministerial, science and trade)
Policy Issues and Background Information
Science and Technology Strategy
Technology Centre Operations

Personal Information Banks

None

Northern Industry Division

The division acts as an advocate of industry in northern Ontario to boost economic activity in the region. It introduces and implements new initiatives designed to expand opportunities for employment and investment and coordinates programs with other ministries in the Ontario and federal governments.

General Classes or Types of Records

Contain general records as described in Chapter II of this directory.

Personal Information Banks

None

Affiliated Agencies

Innovation Ontario Corporation

Innovation Ontario Corporation offers financial and other assistance for new technology projects that have commercial potential but are not yet sufficiently developed to attract the established venture-capital investor.

General Classes or Types of Records

Contain information related to venture-capital investment to Ontario manufacturers for the development, manufacturing and marketing of innovative products.

Technology Advancement Proposals and Investments

Personal Information Banks

None

Ontario Development Corporation Eastern Ontario Development Corporation Northern Ontario Development Corporation

The three development corporations assist in and encourage the development and diversification of Ontario industry and tourism by providing financial assistance, sites, facilities and services in two industrial parks, and technical, business and financial information and advice.

General Classes or Types of Records

Contain information on approval, disbursement and administration of loans to Ontario industry and tourism facilities as well as administration of the two industrial parks.

Client Insurance
Financial Advice and Services
Industrial Park Maintenance and Leases
Loan Cases (industry, small business, tourism and export support)

Manuals

Issued to agency staff.

Industrial Parks Procedures

Personal Information Banks

Contain information on successful applicants to the New Ventures Program.

New Ventures Loans - Borrowers Registration System

Location: Ontario Development Corporation. **Legal Authority:** The Development Corporations Act, S.O. R.1980, c.117, s.11 and s.12. **Information Maintained:** Social Insurance Number, name, address, home telephone number, sex, date of birth, province of residence, citizenship status, education, business experience, most recent employer, gross annual income, personal finance and creditors. **Uses:** Provide a database of borrowers registered in the New Ventures Loan Program; ensure that borrowers receive one loan only. **Users:** Section consultants, ministry legal staff. **Individuals in Bank:** Successful applicants who are Ontario residents aged 18 or over and eligible to work in Canada. **Retention and Disposal:** Approved loans - twelve years after approval, then destroyed; select files transferred to archives. Applications not approved - two years after decision, then destroyed; select files transferred to archives.

Ontario International Corporation (OIC)

The OIC markets Ontario's public- and private-sector expertise internationally in major capital development projects; helps coordinate consulting, technical and educational training packages with appropriate Ontario businesses by acting as a government-to-government contact in foreign markets; and promotes and supports the marketing of Ontario government expertise and systems internationally.

General Classes or Types of Records

Contain information on resources available for, and in the marketing of, Ontario consultants, teachers and systems as well as on the coordination of international capital-development projects.

Country Economic and Industrial Profiles
International Capital Projects and Proposals
International Projects Fund
OIC Client Companies
Ontario Education Resources and Expertise Profiles

Personal Information Banks

None

Access

Freedom of Information and Privacy Coordinator
Ministry of Industry, Trade and Technology
Information Centre
3rd Floor, Hearst Block
900 Bay Street
Toronto, Ontario
M7A 2E1
Telephone: (416) 965-3365

A public reading room for the review of manuals and other information is open during regular office hours on the third floor of the Hearst Block, 900 Bay Street, Toronto.

Ministry of Intergovernmental Affairs (MIA)

Head

Minister of Intergovernmental Affairs
6th Floor, Mowat Block
900 Bay Street
Toronto, Ontario
M7A 1C2
Telephone: (416) 965-1020

Mandate

The Ministry of Intergovernmental Affairs identifies and advances Ontario's interests and relations with the Government of Canada, the governments of the other provinces and territories and with foreign governments and their representatives in Ontario. In doing this, the ministry provides advice to the government on the conduct of Ontario's relations with other governments and on major intergovernmental issues; provides the government with a wide range of information on intergovernmental events and activities in and beyond Canada; provides a number of services to other ministries including assisting them in the conduct of their relations with other governments; and is responsible for all major visits to the province by the heads of state and visits by members of the Royal Family.

Organization

The ministry consists of five units: Federal-Provincial Relations; Communications; International Relations; Office of Protocol; and Finance and Administration. The ministry has staff in Ottawa, Quebec City, Paris, Tokyo and Stuttgart. The Ministry of Treasury and Economics provides administrative services including personnel, accounting and purchasing services.

Divisions

Office of Federal-Provincial Relations

The Office of Federal-Provincial Relations provides advice to the government on broad corporate policy and procedures covering all aspects of Ontario's relations with the federal government and with other provinces and territories, as well as advice on specific issues and activities with significant federal- provincial and interprovincial components. In addition, the office coordinates Ontario's participation in major federal- provincial and interprovincial meetings and conferences such as First Ministers' Conferences and the annual Premiers' Conference; assists ministries in their interprovincial relations; and manages the Ontario-Quebec Commission for Cooperation (OQCC) and the ministry's offices in Ottawa and Quebec City.

General Classes or Types of Records

Contain general policy and background material on federal-provincial and interprovincial matters, forums and Ontario's offices in Ottawa and Quebec City.

Background Papers
Current Issue Items
Federal-Provincial Agreements
First Ministers' and Premiers' Conferences
General Policy Material
Interprovincial Agreements
Ontario-Quebec Commission for Cooperation
Ottawa and Quebec Offices - Records
Policy Advice

Personal Information Banks

None

Communications Branch

The branch is responsible for communications and advertising services in the ministry; provides media services on special government events; is involved in writing, production, distribution and translation of news releases, speeches, publications and statements; coordinates programs for foreign government officials visiting Ontario; provides updates on Ontario and national news to the province's offices in North America, the United Kingdom, Europe and Southeast Asia; monitors events in other provinces and ensures that Ontario's position on issues of mutual concern reaches governments in Ontario and abroad.

General Classes or Types of Records

Contain general administration records as described in Chapter II of this directory. Also contain information on official visits to the province and on the federal and provincial governments.

Biographies and Cabinet Lists
Photographic Records of Visits

Personal Information Banks

None

Office of International Relations

The Office of International Relations provides policy advice on the Government of Ontario's international activities, and the impact of foreign trends on provincial interests. The office identifies and advances Ontario's interests in the context of relations with federal departments responsible for international affairs, foreign countries and their diplomatic representatives in Ontario and subnational foreign jurisdictions and international organizations. The office also manages Ontario's International Disaster Relief Program, including the International Disaster Relief Fund and provides overall direction to Ontario's twinning arrangement with the province of Jiangsu, People's Republic of China. The office has officers in the Ontario Houses in Paris, Tokyo and Stuttgart.

General Classes or Types of Records

Contain general policy and background material on international relations, the International Disaster Relief Fund and twinning with the province of Jiangsu, People's Republic of China.

Background Papers
General Policy Material
International Disaster Relief Fund
Policy Advice
Twinning with Jiangsu, People's Republic of China

Personal Information Banks

None

Office of Protocol

The Office of Protocol provides operational, management and advisory services in organizing visits of dignitaries, public events, government conferences and hospitality functions. The office coordinates all official visits to Ontario; administers the Government Hospitality Fund; and maintains liaison with diplomatic and consular representatives in Ontario. The Ontario Honours and Awards Secretariat is part of this office. The secretariat coordinates nominations for the Order of Ontario, the Ontario Medal for Good Citizenship and the Police Bravery and Firefighters Bravery Awards.

General Classes and Types of Information

Contain information relating to the Consular/Diplomatic Corps, official visits and events, the Ontario Government Hospitality Fund, the Ontario Honours and Awards Secretariat and specific protocol concerns.

Ceremonies
Conferences
Consular/Diplomatic Corps
Information on Protocol
Ontario Government Hospitality Fund
Ontario Honours and Awards
Public Events
Royal/State/VIP Visits

Personal Information Banks

Contain information on the Consular and Diplomatic Corps in Ontario, and on nominees for Ontario honours and awards.

Nominees for Ontario Honours and Awards

Location: Honours and Awards Secretariat. **Legal Authority:** Order in Council 3282/86. **Information Maintained:** Name, address, history of nominee's community service or achievement. **Uses:** Determine eligibility and merit for award of an Ontario medal or order. **Users:** Advisory Council members. **Individuals in Bank:** Ontario residents. **Retention and Disposal:** All files retained since the inception of awards (1973).

Finance and Administration Services Branch

The Finance and Administration Services Branch coordinates the planning and allocation of ministry resources; prepares the ministry's estimates; monitors and reports on expenditures, human resources policies and information technology. The branch is responsible for providing guidance on the impact and implementation of government-wide management policies and programs.

General Classes and Types of Information

Contain general administration records as described in Chapter II of this directory.

Personal Information Banks

The following common personal information bank as described in the introduction to this directory is maintained.

Employment Equity Program

The following common personal information banks as described in Chapter II of this directory are maintained by the Ministry of Treasury and Economics on behalf of the Ministry of Intergovernmental Affairs.

Central Attendance Recording System (CARS)
Employment Application Inventory
General Employment History and Payroll Information
Grievances and Applications
Identity/Employee Card
Integrated Payroll, Personnel and Employee Benefits Systems (IPPEBS)
Job Competitions
Parking Records
Performance Management
Travel/Expense Accounts
Workers' Compensation

Affiliated Agencies

General Classes or Types of Records

Contain general administration records as described in Chapter II of this directory. All records are maintained by the ministry.

Personal Information Banks

All personal information banks used by the following agencies are maintained by the ministry.

Province of Ontario Medal for Firefighters' Bravery Advisory Council

Selects recipients annually for the Province of Ontario Medal for Firefighters' Bravery.

Province of Ontario Medal for Good Citizenship Advisory Council

Selects recipients annually for the Ontario Medal for Good Citizenship.

Province of Ontario Medal for Police Bravery Advisory Council

Selects recipients annually for the Province of Ontario Medal for Police Bravery.

Province of Ontario Medal for the Order of Ontario Advisory Council

Recommends recipients annually for the Order of Ontario.

Access

Freedom of Information and Privacy Officer
Finance and Administrative Services Branch
Ministry of Intergovernmental Affairs
6th Floor, Mowat Block
900 Bay Street
Toronto, Ontario
M7A 1C2
Telephone: (416) 965-5514

A public reading room for the review of manuals and other information is open during regular office hours on the sixth floor of the Mowat Block, 900 Bay Street, Toronto.

La Cité collégiale, Collège d'arts appliqués et de technologie

Head

Chairman, Board of Governors
La Cité collégiale, Collège d'arts appliqués et de technologie
1400 Blair Place, Suite 707
Gloucester, Ontario
K1J 9B8
Telephone: (613) 744-5050
Fax: (613) 744-5069

Mandate

The college's responsibility is to provide quality programs in French to meet the needs of the people of the counties of Prescott–Russell, Ottawa–Carleton, Lanark and Renfrew, Stormont, Glengarry, Dundas, Grenville, Leeds and Frontenac for avocational and vocational education. The college also accepts students from other areas in the province, from other provinces and from other countries as needed and whenever possible.

Organization

The President's Office is accountable to the Board Governors, and has authority over eight administrative divisions: Enseignement Ottawa–Services (Academic Services–Ottawa); Enseignement Ottawa–Industrie et commerce (Industry and Commerce–Ottawa); Accès et développement (Access and Development); Enseignement–Cornwall (Academic–Cornwall); Enseignement–Hawkesbury (Academic–Hawkesbury); Administration et finances (Finance and Administration); Ressources humaines et affaires étudiantes (Human Resources and Student Affairs); and Services corporatifs (Corporate Services). Each academic division (Enseignement) is headed by a Dean, Administration et finances is headed by a Vice–President, Ressources humaines et affaires étudiantes and Services corporatifs are each headed by a Director. The academic divisions offer primarily full–time programs in the counties of Prescott–Russell, Ottawa–Carleton, Lanark and Renfrew, Stormont, Glengarry, Dundas, Grenville, Leeds and Frontenac. All of the vocational training and education courses, as well as career–oriented and continuing education courses, are dispensed by Accès et développement.

Divisions

Board of Governors

The Board of Governors is appointed by the Council of Regents, oversees the administration of the college, establishes policies and evaluates the college's operations and effectiveness. It is assisted by standing committees and a number of program advisory committees.

General Classes or Types of Records

Contain information relating to the development of policies, the establishment of goals and objectives for the college, and the general direction of college operations.

Bylaws
Policies
Minutes of Board and Standing Committees

Personal Information Banks

None

President's Office

Appointed by and accountable to the Board of Governors, the President is the Chief Executive Officer responsible for managing the college's affairs and personnel. The administrative divisions (Ressources humaines et affaires étudiantes (Human Resources and Student Affairs); Services corporatifs (Corporate Services); Administration et finances (Finance and Administration); Enseignement–Services (Academic Services); Enseignement–Industrie et commerce (Academic–Industry and Commerce); Enseignement–Cornwall (Academic–Cornwall); Enseignement–Hawkesbury (Academic–Hawkesbury); and Accès et développement (Access and Development)) are directly accountable to the President's Office.

General Classes or Types of Records

Contain operational records relating to the administration of the college, human resources management and student services, as described in Chapter II of this directory.

Manuals

Issued to college personnel and contain policies and procedures governing college operations.

Bylaws
Rules of Procedure

Personal Information Banks

None

Ressources humaines et affaires étudiantes (Human Resources and Student Affairs)

This administrative division provides administrative support services in two areas: student services and human resources. Student services include placement, counselling, housing, sports, health services and special needs. Human resources covers staffing, labour relations, identification of staff training and development needs and pay equity.

General Classes or Types of Records

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Co-op, Work Term, Final Job Placements
Employee Personnel, Payroll and Benefits Records
Job Competitions and Applications
Medical Information (Personnel)
Ontario Student Assistance Program
Student Counselling
Student Appeals (disciplinary, administrative, academic)
Teacher Workload Records (Standard Workload Form)
Vocational Testing and Counselling
Workers' Compensation

Also contain information about tutoring and students with special needs.

Tutoring Records

Location: Counselling. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272. **Information Maintained:** Name, address, telephone number of tutors and students receiving tutoring, number of sessions, receipts for payment, payment made by the student or financial assistance, faculty recommendations regarding tutors, subjects in which tutoring is available. **Uses:** Maintain financial records for students' association and of reports for financial assistance; produce statistics. **Users:** Counsellors, personnel of financial assistance services and students' association. **Individuals in Bank:** Tutors and students receiving tutoring. **Retention and Disposal:** Two years, then destroyed.

Service Profiles of Students with Special Needs

Location: Ressources humaines (Human Resources). **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272. **Information Maintained:** Name, address, date of birth, medical history, nature of disability, technical aids (devices required), records of diagnosis and treatment. **Uses:** Evaluate special needs of students; prepare of statistical reports. **Users:** College personnel, educators of students at the secondary level with special needs. **Individuals in Bank:** Students with special needs – physical, sensory, medical, psychiatric, learning difficulties, developmental disorders. **Retention and Disposal:** Not determined.

Graduate Placement – Questionnaires

Location: Ressources humaines (Human Resources). **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272. **Information Maintained:** Employment history following graduation. **Uses:** Compile statistics for evaluation of the program; supply data for the College Data System according to the requirements of the Ministry of Colleges and Universities. **Users:** Placement personnel, academic divisions, planning personnel. **Individuals in Bank:** Graduates of the college. **Retention and Disposal:** Three years after the student graduates, then destroyed.

Staff Professional Development

Location: Ressources humaines (Human Resources). **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272. **Information Maintained:** Name, address, telephone number, evaluation, courses taken, results of tests. **Uses:** Administer and monitor courses. **Users:** Course instructors. **Individuals in Bank:** College personnel. **Retention and Disposal:** Not determined.

Administration et finances (Administration and Finance)

The Vice-President, Administration et finances (Administration and Finance), is responsible for all matters relating to the overall financial administration of the college, such as physical resources, finances, the registrar's office, auxiliary services, data processing, purchasing, the documentation centre, internal auditing and other ancillary activities.

General Classes or Types of Records

Include operational records common to community colleges relating to the development and delivery of academic programs, as described in Chapter II of this directory, as well as the following general records.

Admission Requirements
Course Quotas
Library Users Lists
Minutes of Executive Committees of the Various Divisions
Rooms, Timetables of Courses
Student Record (admission, marks, exemptions, certificates, diplomas)

Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

Student Registration and Academic History

Enseignement – Services (Academic Services)
Enseignement – Industrie et commerce (Academic–Industry and Commerce)
Enseignement – Cornwall (Academic–Cornwall)
Enseignement – Hawkesbury (Academic–Hawkesbury)

The administrative divisions that dispense the academic programs are responsible for the development and delivery of full–time academic programs and for maintaining contact with the various establishments where students in the college's various programs can gain practical experience or on–the–job training, such as hospitals, daycare centres, correctional facilities and public and private industry. Enseignement – Industrie et commerce is also responsible for the operation of a flower shop.

General Classes or Types of Records

Class Lists
Locations for Practicums
Minutes of Executive Committees of the Various Divisions
Minutes of the President's Executive Committee
Teaching Plans

Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

Student Appeals (disciplinary, administrative, academic)

Accès et développement (Access and Development)

This administrative division dispenses part–time general interest and career–oriented courses leading to credits offered by the college. It is also responsible for administering the vocational training counselling office, the Ontario Training Strategy and FUTURES programs, the activities of the language training centre, the industrial training centre and international development.

General Classes or Types of Records

Contain operational records common to community colleges relating to the development and delivery of academic programs and the delivery of government- subsidized programs, as described in Chapter II of this directory. The following general records are also maintained.

Contracts and Memoranda of Understanding
Client Files
Employer Files
Continuing Education – Descriptions of Programs
Mailing Lists for Vocational Training Courses
Minutes of Executive Committee
Community Information (sponsoring individuals or organizations)

Personal Information Banks

None

Access

Directeur
Services corporatifs (Corporate Services)
Accés à l'information et protection de la vie privée (Freedom of Information and Privacy)
La Cité collégiale, Collège d'arts appliqués et de technologie
1400 Blair Place, Suite 707
Gloucester, Ontario
K1J 9B8
Telephone: (613) 786–2014
Fax: (613) 739–4686

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A public reading room for the review of manuals and other information is open during regular office hours in room 311-M at A, 2465 St. Laurent Boulevard, Building A, Ottawa, Ontario K1G 5H8

Ministry of Labour

Head

Minister of Labour
14th Floor, 400 University Avenue
Toronto, Ontario
M7A 1T7
Telephone: (416) 326-7600

Mandate

The Ministry of Labour serves employees and employers by promoting sound industrial relations, safe and healthy working conditions and equality of treatment in employment. Its programs are concerned with the rights and responsibilities of the individual worker and the obligations of management and labour, and ensuring health and safety in the work place. The ministry is assisted in its work by a range of specialized agencies, boards and commissions including the Workers' Compensation Appeals Tribunal, the Ontario Labour Relations Board, the Advisory Council on Occupational Health and Occupational Safety, the Pay Equity Commission and the Health and Safety Agency.

Organization

The ministry's head office is in Toronto. The ministry is organized into four divisions, 26 branches, including six programs that report directly to the deputy minister and ten agencies, boards and commissions. Programs are administered and the public is served directly by head office and 18 district offices throughout the province.

Divisions

Deputy Minister's Office

Reporting to the Deputy Minister's Office is the Legal Branch which provides legal services, to the ministry and conducts ministry prosecutions for the Crown. Also reporting to the Deputy Minister's Office is the Communications Branch. Other programs reporting to the Deputy Minister's Office are the Office of the Science Policy Adviser which provides advice to the deputy minister on existing and emerging issues in occupational and environmental health and safety; the Office of the Coordinator of Language Services which coordinates the implementation of the French Language Services Act within the ministry, ensuring effective delivery of French language services to the public; and the Office of the Director of Appeals which hears appeals under section 32 of the Occupational Health and Safety Act.

General Classes or Types of Records

Contain information on regulations, prosecutions under the Occupational Health and Safety Act and the Employment Standards Act, civil litigation handled by Legal Services, litigation handled externally, and general administration and procedures. Also contain communications materials and news releases, information on activities of the Science Policy Adviser (e.g., reports and correspondence), French Languages Services implementation plans and related information for all branches of the ministry and its agencies, boards and commissions.

Personal Information Banks

Contain information on investigations into the conduct or performance of ministry employees and on prosecutions under the Occupational Health and Safety Act and the Employment Standards Act.

Employee Investigations

Location: Legal Services. **Legal Authority:** Public Service Act, R.S.O. 1980, c.418. **Information Maintained:** Name, details of occurrence, disposition. **Uses:** Investigate personnel legal issues. **Users:** Lawyers assigned to ministry, senior ministry officials. **Individuals in Bank:** Ministry of Labour employees subject to investigation. **Retention and Disposal:** Two years, then destroyed; select files to archives.

Prosecutions

Location: Legal Services. Line branches maintain duplicate files. **Legal Authority:** Occupational Health and Safety Act, R.S.O. 1980, c.321, s.37; Employment Standards Act, R.S.O. 1980, c.137, as amended, s.59 and s.60. **Information Maintained:** Name, age, address, employment history, medical information, witness' statement including name, address, telephone number, comments about employee performance. **Uses:** Evidence in prosecutions. **Users:** Prosecutor, legal service administrative staff, line branch staff. **Individuals in Bank:** Employees, employers and witnesses involved in prosecution. **Retention and Disposal:** 11 years, then destroyed.

Finance and Administration Division

Provides administrative support (e.g., financial management and analysis, administrative operations, internal audit, human resources, information technology and systems, and ministry library and information services) to the ministry's operating branches. Reporting to the Executive Director, the Information and Privacy Office coordinates ministry compliance with the Freedom of Information and Protection of Privacy legislation. Responsibilities of the Office of Management Improvement include organizational design and coordination of Opportunities for Development and Sunset Review initiatives.

General Classes or Types of Records

Contain general administrative information including financial budget, support services, personnel policies and procedures, communications materials and news releases, data processing systems and ministry library holdings.

Financial Records (enforcement of Employment Standards Act) Ministry of Labour Library Catalogue

Manuals

Issued to management staff to provide details of policy and procedures (staff relations, staff development and training, appraisals and enhancement of staff performance, and travel and moving expenses). Issued to ministry library staff to provide operating procedures for all library services.

Attendance Improvement
Library Procedures
Performance Appraisal
Policy and Procedures
Staff Development and Training

Staff Relations
Travel and Moving Expenses

Personal Information Banks

The following common personal information banks as described in the introduction to this directory are maintained.

Career Planning/Training
Central Attendance Recording System (CARS)
Employment Application Inventory
Employment Equity Program
Freedom of Information and Protection of Privacy Act Requests
General Employment History and Payroll Information
Grievances and Applications
Identity/Employee Card
Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)
Job Competitions
Library Users Lists
Medical Information (Personnel)
Ombudsman/Human Rights Commission
Performance Management
Travel/Expense Accounts
Workers' Compensation

Also contain sponsors' evaluations of student's performance in student training programs.

Performance Evaluations - Student Training Programs

Location: Human Resources Branch. **Legal Authority:** R.R.O. 1980, Reg. 881. s.6(1) 1.v., as amended. **Information Maintained:** Name, address, employer, sponsor's evaluation of student's performance. **Uses:** Evaluate program placement and student's performance. **Users:** Program staff. **Individuals in Bank:** Students accepted into the program. **Retention and Disposal:** Three years, then destroyed.

Industrial Relations Division

The division promotes harmonious relations between employees and employers to help create and sustain a stable labour-management climate in the province. It pursues this objective through the Office of Mediation, the Office of Arbitration and the Office of Collective Bargaining Information.

General Classes or Types of Records

Contain information on labour-management relations issues, and reports, statistics and case studies relating to the conciliation and mediation processes.

Arbitration Awards
Arbitration Case Files
Collective Bargaining Agreements (construction and industrial)
Conciliation Case Files, Index and Status Log
Conciliation, Mediation and Arbitration Reports
Employment Standards Appeals Files
Key Disputes and Strike Reports
Labour-Management Legislation, Policy Development and Recommendations
Ontario Labour Relations Board Statistical Records
Records Filed with the Minister (pursuant to the Labour Relations Act)
Requests for Mediation Assistance
Surveys and Statistical Studies (re policy, programs and legislation)

Personal Information Banks

Contain information relating to the selection, training and approval of arbitrators.

Labour Relations Arbitrators

Location: Office of Arbitration. **Legal Authority:** Labour Relations Act, R.S.O. 1980, c.228, s.45(10). **Information Maintained:** Name, resume, assessment of candidate for designation as arbitrator by arbitrators/coaches, record of interview, fees paid. **Uses:** Identify and document qualified candidates for the arbitrator training program; evaluate suitability of candidate for hearing specific cases. **Users:** Branch director, administrative staff and minister's advisory committee members. **Individuals in Bank:** Prospective and approved arbitrators. **Retention and Disposal:** Seven years, then destroyed.

Labour Policy and Programs

Responsible for developing new ministry policies and legislative initiatives and assessing the effectiveness of existing policies. Oversees the Policy Branch which initiates, develops and coordinates policy activities; prepares ministerial correspondence; and provides liaison with other ministries. Also responsible for the Employment Standards Branch, the Centre for Disability and Work, the Employment Adjustment Branch and, in matters related to workers' compensation, the Offices of the Worker Adviser and the Employer Adviser.

General Classes or Types of Records

Contain information on administrative policy and programs for all branches of the division, legal and economic analyses relating to legislation under the minister, labour policy issues, and federal-provincial agreements.

Centre for Disability and Work - Client Groups
Centre for Disability and Work - Community Development
Centre for Disability and Work - Public Relations and Information Services
Director's Approvals and Special Permits
Employment Agency Licences
Employment Standards Act - Inquiry Correspondence
Fair Wage on Government Contracts
Federal-Provincial Agreements
Industrial Standards Schedules
Labour Policy Analyses
Office of the Employer Adviser - Client Files
Research Studies and Projects
Terminations and Plant Closures
Vacation Pay Trust Funds
Workers' Compensation Research Files

Manuals

Issued to managers and staff to provide details of administrative and operational procedures for those programs for which the division is responsible.

Employment Standards Branch Interpretation Manual
Employment Standards Branch Operations Manual
Videotapes (training of summer students)

Personal Information Banks

Contain information relating to advisory committee members, employment standards referees, injured workers' claims under the Workers' Compensation Act, investigations of employee complaints, counselling of employees affected by permanent layoffs, permits issued to employers to employ homeworkers, and unclaimed wages collected on behalf of employees.

Employee Evaluations Counselling Program (plant closure)

Location: Employment Adjustment Branch. **Legal Authority:** Employment Standards Act, R.S.O. 1980, c.137, s.40(5); Cabinet Minutes 17-30/81, 19-11/82 and 8-26/83. **Information Maintained:** Name, address, sex, wages, education, employee evaluation. **Uses:** Counsel employees affected by permanant layoffs. **Users:** Branch staff. **Individuals in Bank:** Employees affected by permanent layoffs. **Retention and Disposal:** Seven years, then transferred to archives.

Employment Standards Act - Employee Complaints

Location: Employment Standards Branch. **Legal Authority:** Employment Standards Act, R.S.O. 1980, c.137, s.45(1). **Information Maintained:** Name, address, wages, nature of complaint, name of employer, disposition of complaint. **Uses:** Investigate and resolve employee complaints of violations of the Employment Standards Act. **Users:** Branch administrative staff, employment standards officers, Legal Services staff. **Individuals in Bank:** Employees claiming their employer is in violation of the Employment Standards Act. **Retention and Disposal:** Normally two years, then destroyed; if held for collection, prosecution or other proceedings, destroyed after 15 years.

Employment Standards Referees

Location: Employment Standards Branch. **Legal Authority:** Employment Standards Act, R.S.O. 1980, c.137, as amended, s.42(1). **Information Maintained:** Name and, in some cases, resume. **Uses:** Select members of the panel of referees. **Users:** Branch director and administrative staff. **Individuals in Bank:** Referees and prospective referees. **Retention and Disposal:** Until member leaves panel and has no outstanding cases, then destroyed.

Garment Industry Schedules - Advisory Committee Members Appointments

Location: Employment Standards Branch. **Legal Authority:** Industrial Standards Act, R.S.O. 1980, c.137, s.18(1). **Information Maintained:** Name, address, business and personal history. **Uses:** Assist in evaluating qualifications for appointment to advisory committee. **Users:** Branch administrative staff. **Individuals in Bank:** Management and labour representatives in garment industry. **Retention and Disposal:** Until member replaced, then destroyed.

Office of the Worker Adviser - Client Files

Location: Office of the Worker Adviser. **Legal Authority:** Workers' Compensation Act, R.S.O. 1980, as amended, c.539, s.86. **Information Maintained:** Name, national or ethnic origin, age, sex, family status, education and employment history, medical, psychological, psychiatric evaluations, financial information. **Uses:** Establish and prove client's entitlement to benefits and services pursuant to the Workers' Compensation Act; prepare statistics; evaluate program. **Users:** Worker advisers and branch administrative staff. **Individuals in Bank:** Injured workers claiming benefits under the Workers' Compensation Act. **Retention and Disposal:** Not determined.

Permits to Employ Homeworkers

Location: Employment Standards Branch. **Legal Authority:** Employment Standards Act, R.S.O. 1980, c.137, s.16(1). **Information Maintained:** Name, address, wages, vacation pay. **Uses:** Ensure homeworkers are paid at least minimum wage and vacation pay. **Users:** Branch administrative staff, employment standards officers, Legal Services staff. **Individuals in Bank:** Employees employed under permit as homeworkers. **Retention and Disposal:** One year after permit cancelled, then destroyed.

Unclaimed Wages

Location: Legislative Interpretation Section, Employment Standards Branch. **Legal Authority:** Employment Standards Act, R.S.O. 1980, c.137, s.48(2). **Information Maintained:** Name, address and amount being held. **Uses:** Verify employee claims to unpaid wages. **Users:** Legislative Interpretation Section staff. **Individuals in Bank:** Employees who have not claimed wages collected from their former employers by Employment Standards Branch. **Retention and Disposal:** Until superceded by updated report, then destroyed.

Occupational Health and Safety Division

Administers the Occupational Health and Safety Act and develops and administers regulations including those controlling exposure to toxic substances. Responsible for developing strategic and operational policies and for external relations respecting occupational health and safety. The Occupational Health and Safety Program is delivered through the following branches: Industrial Health and Safety; Mining Health and Safety; Construction Health and Safety; Research and Regulations; Health and Safety Support Services; and Program Administration.

General Classes or Types of Records

Contain information on all matters of health and safety in the workplace, including fatal and non-fatal accidents and disease, hazardous and potentially hazardous conditions, toxic substances, and new toxic agents, mine-rescue officer training, case studies, inspections, investigations and prosecutions, program and policy development, and development of new legislation, and legislative changes.

Asbestos Exposure Report
Asbestos in Construction - Approval for Variance
Asbestos Removal - Notices of Projects
Asbestos Removal - Notification of Diving Operations
Asbestos Removal - Notification of Window Cleaning Employees
Asbestos Removal - Registration of Window Cleaning Employees
Asbestos Removal - Trench Notification
Asbestos Removal - Type 3 Notification
Company/Employer, Environmental/Occupational Health and Safety Records
Designated Substances - Policy Development

Hazardous and Potentially Hazardous Environmental Conditions - Studies
Inspections and Investigations (including fatal and non-fatal accidents)
Medical Records
Medical Studies
Mine Rescue Program
Occupational Health and Safety Legislation
Plans and Drawings (mines, buildings and installations, and Policy and Planning drawing reviews)
Program and Policy Development
Prosecutions
Radioisotopic Licences
Registration of Employers in the Construction Industry
Royal Commission on Asbestos
Toxicological Reports of New Agents
Wire Rope Testing Results and Reports

Manuals

Issued to supervisors and field inspectors to provide details of policies, procedures and the day-to-day operations in the Occupational Health Branch and the construction, industrial, and mining health and safety fields.

Construction Health and Safety Operations Manual
Health and Safety Support Services Branch Manual
Industrial Health and Safety Officers' Manual
Mining Health and Safety Officers' Manual

Personal Information Banks

Contain information used to ensure and enhance the occupational health and safety of workers in Ontario.

Chemical Hazard Exposure Surveillance Files

Location: Occupational Health Laboratory Service, Health and Safety Support Services Branch. **Legal Authority:** O. Reg. 536/81. **Information Maintained:** Name, Social Insurance Number, sex, date of birth, occupation, if able to bear children (females only), reports on blood cholinesterase, lead in urine and blood, employers. **Uses:** Detect levels of lead and other metals in workers; medical surveillance program. **Users:** Ministry laboratory technicians and medical staff. **Individuals in Bank:** Industrial workers exposed to substances and requiring medical surveillance. **Retention and Disposal:** Lifetime of company, then destroyed.

Compressed-Air Workers in Tunneling Projects - Records

Location: Construction Health and Safety Branch. **Legal Authority:** R.R.O. 1980, Reg. 691, s.250. **Information Maintained:** Name, address, telephone number, Social Insurance Number, sex, age, previous employment in compressed-air chambers, dates of medical examinations, medical history. **Uses:** Monitor all cases of decompression sickness (bone narcosis); as evidence in any subsequent Workers' Compensation claim. **Users:** Tunneling manager and administrative staff. **Individuals in Bank:** Workers employed in tunneling projects. **Retention and Disposal:** 40 years, then destroyed.

Compressed-Air Workers' Medical Reports

Location: Health and Safety Support Services Branch. **Legal Authority:** R.R.O. 1980, Reg. 691, s.250. **Information Maintained:** Name, Social Insurance Number, physical examination report and clinical evaluation, pre-employment history, physician's name and recommendations, employer. **Uses:** Verify examining physician's recommendations regarding fitness to work in compressed-air chambers. **Users:** Ministry medical consultants and branch administrative staff. **Individuals in Bank:** Compressed-air workers in construction projects. **Retention and Disposal:** 40 years, then destroyed.

Exposure to Potentially Hazardous Processes - Individual Medical Records

Location: Health and Safety Support Services Branch, Medical Services Section. **Legal Authority:** Occupational Health and Safety Act, R.S.O. 1980, c.321, s.9(3). **Information Maintained:** Name, address, age, sex, medical information, physician's opinion, report from Workers' Compensation Board. **Uses:** Assist in resolving Workers' Compensation claims for occupational diseases by determining involvement with potentially hazardous industrial processes. **Users:** Ministry medical consultants. **Individuals in Bank:** Employees exposed to potentially hazardous processes. **Retention and Disposal:** Lifetime of company, plus 40 years, then destroyed.

Hazardous or Potentially Hazardous Environmental Conditions - Medical Studies

Location: Health Studies Services, Policy and Regulations Branch. **Legal Authority:** Occupational Health and Safety Act, R.S.O. 1980, c.321, s.9(3). **Information Maintained:** Name, address, place and date of birth, Social Insurance Number, OHIP number, driver's licence number, sex, personal habits, parents' occupation, environmental factors, work history, residence history, medical information, cause of death (if applicable). **Uses:** Health surveillance. **Users:** Ministry medical staff. **Individuals in Bank:** Individuals suspected at risk from either environmental or occupational factors. **Retention and Disposal:** 40 years after study completed, then transferred to archives.

Health Hazard from Exposure to Anaesthetic Gases - Study

Location: Resource Section, Health and Safety Support Services Branch. **Legal Authority:** Ministry of Labour Act, R.S.O. 1980, c.284, s.6(a). **Information Maintained:** Name, dates of birth of employee and children, sex, marital status, cause of any infertility, birth control method used (female employees only). **Uses:** Determine existence of health hazard resulting from exposure to anaesthetic gases. **Users:** Branch medical staff. **Individuals in Bank:** Hospital staff exposed to anaesthetic gases. **Retention and Disposal:** 10 years after study completed, then destroyed.

Industrial Employees' Medical Records

Location: Medical Services Chest Clinic, Health and Safety Support Services Branch. **Legal Authority:** O. Reg. 769/83, s.16; O. Reg. 455/83, s.17; and O. Reg. 570/82, s.16. **Information Maintained:** Name, address, Social Insurance Number, date of birth, occupation, employer, doctor's name and address, medical reports compiled from pulmonary function tracings and chest x- rays. **Uses:** Information source for compensation claims relating to occupational lung diseases, particularly for Workers' Compensation claims; evaluate progress of chest disease. **Users:** Branch technicians, medical consultants and administrative staff. **Individuals in Bank:** Industrial employees examined at the Medical Services Chest Clinic. **Retention and Disposal:** 40 years, then destroyed.

Job-Related Fatalities (construction, industrial, mining)

Location: Industrial - Information and Administrative Services; construction - Construction Health and Safety Branch; and mining - Mining Health and Safety Branch. **Legal Authority:** Occupational Health and Safety Act, R.S.O. 1980, c.321, s.25. **Information Maintained:** Name, age, sex, marital status of deceased, date of death, prevailing conditions on site when accident occurred, coroner's report, verdict of coroner's jury. **Uses:** Establish cause of accident; prevent similar accidents. **Users:** Ministry inspectors, coroners, coroner's juries, legal counsel, administrative staff. **Individuals in Bank:** Individuals who have died as a result of construction, industrial or mining accidents. **Retention and Disposal:** Lifetime of company plus 40 years (for industrial), 30 years (for construction and mining), then destroyed.

Lung-Capacity Testing Results (pulmonary function tracings)

Location: Medical Services Northern Chest Clinic, Health and Safety Support Services Branch. **Legal Authority:** Occupational Health and Safety Act, R.S.O. 1980, c.321, s.9(3). **Information Maintained:** Name, employer, Social Insurance Number, year of birth, sex, height, graph of lung-capacity testing results. **Uses:** Prepare report for family or company physician. **Users:** Chest clinic medical and technician staff. **Individuals in Bank:** Miners who have taken lung-capacity testing through the chest clinic services. **Retention and Disposal:** 40 years, then paper destroyed and microfilm transferred to archives.

Miners' Medical Records

Location: Medical Services Northern Chest Clinic, Health and Safety Support Services Branch. **Legal Authority:** Occupational Health and Safety Act, R.S.O. 1980, c.321, s.9(3). **Information Maintained:** Name, date of birth, Social Insurance Number, place and country of birth, unemployment insurance claim number, family history of illness, clinical notes and opinion of physician, x-ray films. **Uses:** Provide information for diagnosis and treatment, Workers' Compensation claims and mining statistical program. **Users:** Ministry medical staff. **Individuals in Bank:** Miners. **Retention and Disposal:** 40 years, then destroyed.

Radiation Exposure Reports

Location: Radiation Protection Service, Health and Safety Support Services Branch. **Legal Authority:** Ministry of Labour Act, R.S.O. 1980, c.284, s.6(a). **Information Maintained:** Name, group code (company name), report date, badge serial number, date badge used from, type of radiation received, badge radiation readings. **Uses:** Statistical analysis; monitor companies for high readings; set radiation standards. **Users:** Senior Radiation Protection Service staff. **Individuals in Bank:** Workers using x-rays and/or atomic radiations. **Retention and Disposal:** One year, then destroyed.

Transfer Payment Fund

Location: Grants Administration Section. **Legal Authority:** Ministry of Labour Act, R.S.O. 1980, c.284, s.6(a). **Information Maintained:** Name, address, sex, age, telephone numbers, Social Insurance Number, nationality, employment history, income, education, transcripts of marks, references, assessments for eligibility. **Uses:** Determine eligibility and availability for grant. **Users:** Senior ministry officials, awards committee. **Individuals in Bank:** Applicants for bursaries and awards (applied research). **Retention and Disposal:** 10 years, then destroyed.

Workers' Compensation Board Claimants - Medical Files and Chest X-Ray Films

Location: Medical Services Chest Clinics, Health and Safety Support Services Branch. **Legal Authority:** O. Reg. 769/83, s.16; O. Reg. 455/83, s.17; and O. Reg. 570/82, s.16. **Information Maintained:** Name, medical report and chest x-rays. **Uses:** History of individual cases; research files in case histories of slow-growth lung diseases such as silicosis. **Users:** Branch medical and technician staff. **Individuals in Bank:** Individuals claiming Workers' Compensation where occupationally related chest disease has been diagnosed. **Retention and Disposal:** 40 years, then transferred to archives.

Affiliated Agencies

Advisory Council on Occupational Health and Occupational Safety (ACOHOS)

Advises the minister on matters relating to occupational health and occupational safety and makes recommendations to the minister regarding ministry programs in occupational health and safety.

General Classes or Types of Records

Contain information on council activities, projects and minutes of meetings.

Council Project and Task Forces Files
Minutes of Meetings

Manuals

Provide details of ACOHOS procedures.

Procedures Manual, ACOHOS

Personal Information Banks

Contain information relating to membership of the council.

Advisory Council Membership

Location: Advisory Council on Occupational Health and Occupational Safety. **Legal Authority:** Occupational Health and Safety Act, R.S.O. 1980, c.321, s.10. **Information Maintained:** Name, address, curriculum vitae, Social Insurance Number, documentation regarding appointment to council/ task forces, per- diem and travel expenses. **Uses:** Reference re appointments to council and task forces; accounting purposes. **Users:** Chairman and council administrative staff. **Individuals in Bank:** Nominees and appointees to council or its task forces. **Retention and Disposal:** Three years after membership ceases, then destroyed.

Agricultural Industry Advisory Committee

Advises the minister on matters relating to the application of employment standards legislation to agricultural workers, and on the development and modification of employment standards appropriate to the agricultural industry and its different sectors.

General Classes or Types of Records

Contain information on the activities of the committee.

Personal Information Banks

Contain information relating to committee members.

Agriculture Advisory Committee Members

Location: Legislative Interpretation Section, Employment Standards Branch. **Legal Authority:** Orders in Council 1874/75 and 793/85. **Information Maintained:** Name and address. **Uses:** Contact or identify committee members. **Users:** Employment Standards Branch and Policy Branch staff. **Individuals in Bank:** Agriculture Advisory Committee members. **Retention and Disposal:** Until member replaced, then destroyed.

Classification Rating Committees

Adjudicates grievances concerning position classification filed by persons employed in a managerial or confidential capacity.

General Classes or Types of Records

Contain information on hearings before the board.

Case Files and Judicial Reviews

Personal Information Banks

Contain information relating to hearings before the committees.

Classification Rating Committees Case Files

Location: Classification Rating Committee. **Legal Authority:** Public Service Act, R.S.O. 1980, c.418; R.R.O. 1980, Reg. 881. **Information Maintained:** Name and address of grievor, name of ministry, type of grievance and remedy requested. **Uses:** Process application from initial stage to its final determination. **Users:** Members and administrative staff of the committees. **Individuals in Bank:** Public servants who have filed for a hearing before the committee. **Retention and Disposal:** 15 years, then transferred to archives.

Crown Employees Grievance Settlement Board

Adjudicates employee organization and employer rights disputes including such matters as dismissals, suspensions, other forms of discipline, working conditions and classification.

General Classes or Types of Records

Contain information on hearings before the board.

Case Files and Judicial Reviews

Personal Information Banks

Contain information relating to case procedures.

Crown Employees Grievance Settlement Board Case Files

Location: Grievance Settlement Board. **Legal Authority:** Crown Employees Collective Bargaining Act, R.S.O. 1980, c.108; R.R.O. 1980, Reg. 232 and Reg. 233. **Information Maintained:** Applications filed by union on behalf of the grievor, name and address of individual, name of union and ministry, type of grievance, remedy requested. **Uses:** Process application from initial stage to final determination. **Users:** Chairman, Vice-Chairmen, members. **Individuals in Bank:** Public servants on whose behalf the union has filed a grievance before the board, or who have filed a grievance on their own behalf. **Retention and Disposal:** 15 years, then transferred to archives.

Industrial Disease Standards Panel

Investigates possible industrial diseases; reports findings as to whether or not a probable connection exists between a disease and an industrial process, trade or occupation; creates, develops and revises criteria for the evaluation of workers' compensation claims; and advises on eligibility rules regarding compensation for industrial diseases.

General Classes or Types of Records

Contain information on the panel's activities.

Evidentiary Base
Industrial Diseases Studies
Minutes

Personal Information Banks

None

Labour-Management Advisory Committee

Advises the minister with respect to persons qualified to act as arbitrators and on matters relating to arbitration.

General Classes or Types of Records

Contain information on the committee's activities.

Personal Information Banks

Contain information relating to committee members and decisions regarding applications of prospective arbitrators.

Labour-Management Advisory Committee Members

Location: Office of Arbitration. **Legal Authority:** Labour Relations Act, R.S.O. 1980, c.228, s.45(10). **Information Maintained:** Name, address, expense claims. **Uses:** Contact or identify members; settle expense claims. **Users:** Committee chairman, branch director. **Individuals in Bank:** Members. **Retention and Disposal:** Two years after member replaced, then destroyed.

Labour-Management Committee Decisions Re Applications of Prospective Arbitrators

Location: Office of Arbitration. **Legal Authority:** Labour Relations Act, R.S.O. 1980, c.228, s.45(10). **Information**

Maintained: Applicant's name, opinions, evaluation and decision of committee members regarding suitability of applicant for appointment as arbitrator. **Uses:** Determine qualified candidates to act as arbitrators; advise minister. **Users:** Committee members, senior division staff. **Individuals in Bank:** Candidates for inclusion on list of arbitrators. **Retention and Disposal:** Not determined.

Ontario Labour Relations Board

Administers the Labour Relations Act, which entails certifying trade unions, appointing officers to mediate complaints of contraventions of the act, conducting hearings into unsettled complaints, granting remedial orders, issuing directions and declarations in cases of unlawful strikes and lock-outs, settling jurisdictional disputes, accrediting employers' associations and bargaining agencies, and certifying employee bargaining agencies in the construction industry, conducting arbitration hearings on grievances under construction industry collective agreements, terminating bargaining rights, and providing opinions to the minister relating to the authority to appoint conciliation officers or arbitrators.

General Classes or Types of Records

Contain information on hearings before the board.

Case Files
Judicial Reviews
OLRB Reports Subscriptions

Personal Information Banks

None

Ontario Public Service Labour Relations Tribunal

Administers the Crown Employees Collective Bargaining Act and adjudicates matters referred to it by government employers, employee organizations or employees, such as representation rights, unfair labour practices complaints, bad faith bargaining, successor rights, alleged strikes and lock-outs, consent to prosecute, inclusions and exclusions of employees in bargaining units, exemptions from payment of union dues, and the duty of fair representation owed by employee organizations to individual employees.

General Classes or Types of Records

Contain information on hearings before the board.

Case Files and Judicial Reviews

Personal Information Banks

Contain information relating to case procedures.

Ontario Public Service Labour Relations Tribunal Case Files

Location: Labour Relations Tribunal. **Legal Authority:** Crown Employees Collective Bargaining Act, R.S.O. 1980, c.108; R.R.O. 1980, Reg. 232 and Reg. 233. **Information Maintained:** Name and address of individual, name of union and ministry, type of complaint or request, remedy requested. **Uses:** Adjudicate matters through process of mediation, investigation or formal hearing. **Users:** Chairman, vice-chairman, members and administrative staff of the tribunal. **Individuals in Bank:** Public servants affected by applications filed before the tribunal. **Retention and Disposal:** 15 years, then transferred to archives.

Pay Equity Commission

The Pay Equity Commission, which administers the Pay Equity Act, 1987, is composed of two parts - the Pay Equity Office and the Pay Equity Hearings Tribunal. The Pay Equity Office provides an information and education service, reviews complaints and objections, formulates policy, and conducts research on pay equity issues.

General Classes or Types of Records

Contain general administration records as described in Chapter II of this directory, information on educational and research materials and on hearings of the Pay Equity Hearings Tribunal.

Background Materials Relating to Bills 105 and 154
Case Files and Indices
Policies and Guidelines for Interpreting the Act
Published Educational Materials on Pay Equity
Research Papers on Predominantly Female Sectors of the Economy

Personal Information Banks

Contain information related to complaints and objections filed with the office and public enquiries.

Pay Equity Office - Complaints Files

Location: Pay Equity Commission. **Legal Authority:** Pay Equity Act, S.O. 1987. **Information Maintained:** Name and address of complainant, objector and respondent; name and address of enquirers. **Uses:** Investigate and resolve objections and complaints; respond to enquiries; maintain statistics on complaints, objections and enquiries. **Users:** Pay Equity Office staff. **Individuals in Bank:** Complainants, objectors, respondents and enquirers. **Retention and Disposal:** Not determined.

Public Service Grievance Board

Adjudicates grievances concerning non-bargaining unit employees involving matters such as dismissal, suspension, other forms of discipline, merit increases, promotion and transfer.

General Classes or Types of Records

Contain information on hearings before the board.

Case Files and Judicial Reviews

Personal Information Banks

Contain information relating to case procedures and settlements.

Public Service Grievance Board Case Files

Location: Public Service Grievance Board. **Legal Authority:** Public Service Act, R.S.O. 1980, c.418; R.R.O. 1980, Reg. 881. **Information Maintained:** Name and address of grievor, name of ministry, type of grievance, remedy requested. **Uses:** Process application from initial stage to final determination. **Users:** Chairman, members and administrative staff of the board. **Individuals in Bank:** Public servants who have filed for a hearing before the board. **Retention and Disposal:** 15 years, then transferred to archives.

Workers' Compensation Appeals Tribunal

Hears, determines and disposes of all appeals from final decisions of the Workers' Compensation Board under the Workers' Compensation Act. In addition, the tribunal adjudicates and determines whether or not a worker's right to take court action is taken away by the act. It also considers appeals regarding access to claim files and determines an employer's right to require a worker to submit to a medical examination.

General Classes or Types of Records

Contain general administration records as described in Chapter II of this directory and anonymized decisions of the Workers' Compensation Appeals Tribunal.

Manual

Tribunal Practice Directions

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Central Attendance Recording System (CARS)
Employment Application Inventory
Employment Equity Program
Freedom of Information and Protection of Privacy Act Requests
General Employment History and Payroll Information
Identity/Employee Card
Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)
Job Competitions
Library Users Lists
Medical Information (Personnel)
Ombudsman/Human Rights Commission
Parking Records
Performance Management
Travel/Expense Accounts
Workers' Compensation

Also contain information relating to workers and employers appealing to the Workers' Compensation Appeals Tribunal.

Workers' Compensation Appeals Tribunal Files

Location: Workers' Compensation Appeals Tribunal. **Legal Authority:** Workers' Compensation Act, R.S.O. 1980, c.539, as amended. **Information Maintained:** Name of worker, address, employment history, medical reports, statements from witness(es) including name and relevant information, name of employer, employer business and financial information, assessments. **Uses:** Adjudicate appeals and issues listed above. **Users:** Intake officers, scheduling clerks, Vice-Chairmen, panel members, Tribunal Counsel Office, Chairman's Office, medical counsellors. **Individuals in Bank:** Workers and employers appealing Workers' Compensation Board decisions or otherwise involved in workers' compensation matters. **Retention and Disposal:** Not determined.

Public Records

Contain records of appeals of orders issued under the Occupational Health and Safety Act, R.S.O. 1980, and of the decisions made. Copies are available at no charge from the ministry library. Also contain ministry's responses to coroner's jury recommendations pursuant to inquests called as a result of workplace fatalities and information relating to referee and court interpretations of the Employment Standards Act. This material is a public record and available at the locations indicated below.

Coroner's Juries - Responses to Recommendations

Purpose: Outline ministry action taken to prevent similar fatal accidents; follow up on preventive action taken by specific employer. **Legal Authority:** Occupational Health and Safety Act, R.S.O. 1980, c.321, s.9(3). **Information Maintained:** Coroner's jury recommendations and ministry's response pursuant to inquests called as a result of workplace fatalities. **Retrievability:** Name of deceased. **Retention and Disposal:** Seven years, then transferred to archives. **Access Procedures:** Executive Director, Occupational Health and Safety Division, 400 University Avenue, 14th Floor, Toronto, Ontario, M7A 1T7, telephone: (416) 963-2608. Copies also available from: the Coroner's Office and the New Democratic Party's research office.

Occupational Health and Safety Act - Decisions and Appeals

Purpose: Track appeals from initiation to final determination. **Legal Authority:** Occupational Health and Safety Act, R.S.O. 1980, c.321, s.32. **Information Maintained:** Names of appellant and other parties to appeal, subject matter of appeal, status, final decision. **Retrievability:** Assigned file number, then name of appellant. **Retention and Disposal:** Not determined. **Access Procedures:** Manager, Ministry Library Services, 400 University Avenue, 10th Floor, Toronto, Ontario, M7A 1T7, telephone: (416) 965-1641. Also, Director of Appeals, 400 University Avenue, 6th Floor, Toronto, Ontario, M7A 1T7, telephone: (416) 963-3047.

Referees' Decisions and Judicial Review Rulings

Purpose: Monitor referees' and courts' interpretations and application of the Employment Standards Act. **Legal Authority:** Employment Standards Act, R.S.O. 1980, c.137, s.50 and s.51. **Information Maintained:** Employee name and address, employee, referee and judicial review decisions. **Retrievability:** Employer, then employee name. **Retention and Disposal:** Not determined. **Access Procedures:** Manager, Ministry Library Services, 400 University Avenue, 10th Floor, Toronto, Ontario, M7A 1T7, telephone: (416) 965-1641. Also, Manager, Management Information Systems and Program Development, Employment Standards Branch, 400 University Avenue, 3rd Floor, Toronto, Ontario, M7A 1V2, telephone: (416) 965-3303.

Access

Information and Privacy Coordinator
Ministry of Labour
7th Floor, 400 University Avenue
Toronto, Ontario
M7A 1T7
Telephone: (416) 326-7786
♿

A public reading room for the review of manuals and other information is open during regular office hours on the tenth floor at 400 University Avenue, Toronto.

In addition, public reading rooms are located at selected locations throughout the province. Refer to the Government of Ontario Telephone Directory for addresses of district offices.

The Workers' Compensation Appeals Tribunal maintains a public reading room on the seventh floor at 505 University Avenue, Toronto (telephone: (416) 598-4638).

The Pay Equity Office maintains a public reading room on the 5th Floor at 150 Eglinton Avenue East, Toronto (telephone: (416) 481-4464).

The Ontario Labour Relations Board maintains a public reading room for the review of manuals and other information, open during regular office hours, in the Library at 400 University Avenue, Toronto. Requests should be directed to:

Freedom of Information and Privacy Coordinator
Ontario Labour Relations Board
4th Floor, 400 University Avenue
Toronto, Ontario
M7A 1V4
Telephone: (416) 965-4151
♿

Lambton College of Applied Arts and Technology

Head

Chairman, Board of Governors
Lambton College of Applied Arts and Technology
P.O. Box 969
Sarnia, Ontario
N7T 7K4
Telephone: (519) 542-7751

Mandate

Lambton College provides high quality education and training in technology, applied arts, business, health sciences and general arts and science, with a flexible learning environment, for adults who wish to find meaningful work and self-fulfillment in a changing society.

Organization

Lambton College is governed by a Board of Governors and is organized into three divisions and two offices reporting to the President. The college's primary campus and administrative headquarters are on London Road in Clearwater with a secondary site on Front Street in Sarnia.

Divisions

Board of Governors

The Board of Govenors is appointed by the Ontario Council of Regents and the local municipality, and is responsible for establishing college goals and policies, allocating resources and for the general overview of college operations. The President is ex-officio member of the board. The board has established a standing committee on Finance and Property.

General Classes or Types of Records

Contain information relating to the development of policy, the establishment of goals and objectives for the college, and the general direction of college operations.

Appointment Records to Board and Advisory Committees
Bylaws
Committee Records
Membership Register
Minutes
Policies

Personal Information Banks

None

President's Office

Appointed by and responsible to the Board of Governors, the President is Chief Executive Officer responsible for planning and for managing the business affairs of the college.

General Classes or Types of Records

Contain information on the college's planning activities and on the management of the college.

Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

Board of Governors Membership

Academic

The division is headed by the Vice-President, Academic, and is responsible for all educational offerings. It has six departments: Technology and Applied Science, Business and General Arts, Health Sciences and Applied Arts, Industrial Training, Continuing Education and Development.

General Classes or Types of Records

Contain operational records common to community colleges as described in Chapter II of this directory, relating to the development and delivery of academic programs.

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

FUTURES Program Applicants and Participants
Ontario Basic Skills Program Trainees
Ontario Training Incentive Program Trainees
Teacher Workload Records (Standard Workload Form)

Administrative

The division provides administrative support services for the college and is headed by the Vice-President, Administration. The division is organized into eight departments: Finance and Personnel, Facilities Maintenance, Library, Bookstore, Computer Services, Purchasing, Facilities Scheduling and Employment Equity.

General Classes or Types of Records

Contain general administration records as described in Chapter II of this directory.

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Employee Personnel, Payroll and Benefits Records
Health and Medical Records (employees only)
Library Users Lists
Ombudsman/Human Rights Commission
Workers' Compensation

Student Services Division

The division is headed by a Dean and provides a variety of support and enrolment services for students. The division has eight departments: Registrar's Office, Counselling and Health, Residence, Placement and Co-op, Financial Aid, Athletics, Student Recruitment and Public Relations, and Food Services.

General Classes or Types of Records

Contain operational records common to community colleges as described in Chapter II of this directory, relating to the operation of ancillary services listed above and the provision of student services.

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

- Graduate and Alumni Records
- Health and Medical Records (students only)
- Ontario Student Assistance Program
- Student Applications
- Student Athletics and Fitness Programs
- Student Counselling
- Student Registration and Academic History
- Vocational Testing and Counselling

International Education

This office is responsible for the recruitment of international students, faculty and student foreign exchanges, and contract work involving other countries.

General Classes or Types of Records

Contain information on the college's international education programs.

- Faculty/Student Exchanges
- Foreign Contracts
- International Student Recruitment

Personal Information Banks

None

Freedom of Information

The office is responsible for implementing the Freedom of Information and Protection of Privacy Act within the college.

General Classes or Types of Records

Contain information relating to the implementation of the legislation.

Personal Information Banks

None

Access

Freedom of Information and Privacy Coordinator
Lambton College
P.O. Box 969
Sarnia, Ontario
N7T 7K4
Telephone: (519) 542-7751

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A public reading room for the review of manuals and other information is open during regular office hours in the college library at the Clearwater Campus.

Liquor Control Board of Ontario

Head

Chairman
Liquor Control Board of Ontario
55 Lake Shore Boulevard East
Toronto, Ontario
M5E 1A4
Telephone: (416) 965-4901

Mandate

The Liquor Control Board of Ontario is a Crown Corporation incorporated under the Liquor Control Act (R.S.O. 1980, c.230). It controls and regulates the production, importation, distribution and sale of alcoholic beverages in Ontario; ensures uniform pricing of products; maintains quality control; and remits levies on alcoholic beverages to the federal and provincial governments.

Organization

All business aspects of the LCBO are directed and controlled by a five-member board of directors. The corporation is organized into two senior executive offices - Chairman and Executive Vice- President - and six administrative and operating divisions. The Retail Division is divided into five regional offices.

Divisions

Office of the Chairman

The Office of the Chairman is comprised of the Chairman's Office, the Freedom of Information Office, Communications Department, Policy and Issues Management Department, Legal Counsel, and General Audit.

General Classes or Types of Records

Contain information on the management and general direction of the corporation.

- Audit Records
- Board Meetings - Minutes and Correspondence
- Cabinet Submissions, Management Board Submissions, Orders in Council, Draft Legislation, Briefing Notes, General Correspondence
- Communications Records (speeches, statements, news releases, annual reports, issues and background summaries)
- Corporate Initiatives - Reports and Studies
- Correspondence (government agencies, liquor industry, provincial liquor boards, public)
- Legal Records (statutes, regulations, opinions, correspondence, contracts, agreements)
- Policy Proposals and Position Papers

Manuals

Issued to provide managerial and supervisory staff with guidelines on corporate policy and operational practices, and guidelines on the Freedom of Information and Protection of Privacy Act.

- Administrative Manual
- Freedom of Information Manual

Personal Information Banks

Contain information relating to duty-free shops and sacramental wine vendors.

Duty-Free Shops at Land Border Points and Airports

Location: Legal Counsel's Office/Program Development Department. **Legal Authority:** Liquor Control Act, R.S.O. 1980, c.243, s.3. **Information Maintained:** Contracts between the LCBO and the private operators of the duty-free liquor shops in Ontario. **Uses:** Bill private operators for duty-free liquor purchases; ensure private operators conform to the terms of the contract. **Users:** Legal Office, Traffic and Customs, Program Development. **Individuals in Bank:** All private operators of duty-free liquor shops in Ontario. **Retention and Disposal:** Not determined.

Sacramental Wine Vendors

Location: Legal Counsel's Office. **Legal Authority:** Liquor Control Act, R.S.O. 1980, c. 243, s.3. **Information Maintained:** Name, address, business/personal background, application forms. **Uses:** Determine suitability of applicant to operate as a sacramental wine vendor. **Users:** Legal Office. **Individuals in Bank:** Individuals/companies seeking authority to operate as a sacramental wine vendor. **Retention and Disposal:** Not determined.

Office of the Executive Vice-President

The Executive Vice-President is responsible for managing the corporation in conformance with direction from the Board of Directors and Chairman. The office includes the Loss Prevention and Security Department, French Language Services Office and the Operational Planning and Support Department.

General Classes or Types of Records

Contain administration records including agendas and minutes of meetings, correspondence, directives and guidelines.

- Internal/External Reports and Analysis
- Procedure and Policy Documentation and Analysis
- Project Management and Task Force Documentation
- Statistical Analysis
- Various Data Bases (product category sales and market share, warehouse/retail store/corporate inventory monitoring system)

Personal Information Banks

Contain information relating to investigations.

Investigative Case Papers

Location: Loss Prevention and Security Department. **Legal Authority:** Liquor Control Act, R.S.O. 1980, c.243, s.3. **Information Maintained:** Name, address, Social Insurance Number, date of birth, work location, job classification of suspect/perpetrator, details of investigation methods, statements of witnesses and disposition of case. Witness statements include name, address, date of birth and job classification. **Uses:** Document the process of investigations into criminal acts committed against the LCBO; detail reportable incidents which occur in LCBO premises. **Users:** Loss Prevention and Security Department staff. **Individuals in Bank:** LCBO employees who have been investigated for criminal acts against the LCBO. LCBO employees and members of the public interviewed as witnesses. Members of the public involved in reportable incidents which occur on LCBO premises. **Retention and Disposal:** Not determined.

Record of Investigations

Location: Loss Prevention and Security Department. **Legal Authority:** Liquor Control Act, R.S.O. 1980, c.243, s.3. **Information Maintained:** Name, address, Social Insurance Number, date of birth, work location, status and disposition of case. **Uses:** Record investigations and action taken on criminal offences committed against the LCBO. **Users:** Loss Prevention and Security Department staff. **Individuals in Bank:** LCBO employees who have been investigated for criminal offences against the LCBO. **Retention and Disposal:** Not determined.

Finance and Administration Division

The division develops and maintains financial systems for LCBO funds and assets; administers the government's pricing policies; develops cost justification standards; performs post-project financial evaluations; and is responsible for all administrative matters and support services in the LCBO. It is comprised of: Treasury Operations; Accounting Operations, Budgets and Financial Planning; Financial and Policy Planning and Administration.

General Classes or Types of Records

Contain financial, accounting and administrative support information and documentation on LCBO programs.

- Accounts Payable and Receivable
- Administrative Services Correspondence
- Banking
- Budget Control Records
- Committee Meetings - Minutes
- Expense Claims
- Financial Statements - Annual Reports
- Insurance Claims
- Payroll Records
- Print, Mail and Messenger Service
- Products Pricing Policy Records
- Purchase Orders
- Records Management
- Special Studies and Review Projects
- Supplier/Vendor Information and Lists
- Visual Identity Records

Manuals

Issued to staff to provide guidelines on accounting procedures, administration and budgeting.

- Budget Manual (stores)
- General Accounting Procedures
- Records and Forms Management

Personal Information Banks

Contain information on employee tax exemptions and applications for vintage courtesy cards.

Garnishment of Wages

Location: Payroll Office. **Legal Authority:** Liquor Control Act, R.S.O. 1980, c.243, s.3. **Information Maintained:** Name, address, personal financial information. **Uses:** Determine proper deductions from employee wages due to garnishments. **Users:** Payroll Office staff. **Individuals in Bank:** LCBO employees. **Retention and Disposal:** Not determined.

TD1 Exemption Forms

Location: Payroll Office. **Legal Authority:** Liquor Control Act, R.S.O. 1980, c.243, s.3. **Information Maintained:** Name, address, Social Insurance Number, date of birth, information relating to dependants, income. **Uses:** Determine tax exemptions when issuing pay cheques. **Users:** Payroll Department staff. **Individuals in Bank:** LCBO employees. **Retention and Disposal:** Current plus four years, then disposed.

Vintage Courtesy Card Applications

Location: Retail Accounting Department. **Legal Authority:** Liquor Control Act, R.S.O. 1980, c.243, s.3. **Information Maintained:** Name, address, Social Insurance Number, salary, employment, credit check information, driver's licence number, spouse's name. **Uses:** Determine suitability of applicant to receive a vintage courtesy card. **Users:** Staff of Retail Accounting Department. **Individuals in Bank:** Individuals applying for vintage courtesy cards. **Retention and Disposal:** Not determined.

Human Resources Division

The division develops and administers policies and procedures on human resources planning and development, employee relations, staffing, job evaluation, employee records, employee information and benefits, negotiation, interpretation and administration of collective agreement, grievance and arbitration proceedings, health/safety and absenteeism control.

The division includes Human Resources Services (head and regional offices) and Corporate Compensation, Staff Relations and Corporate Benefits (employee records and benefits, occupational health and safety, Health Centre, Employee Assistance Program), Human Resource Information Systems, Special Projects (Employee Suggestion Awards, Quarter Century Club, Service Awards) and Organizational Development (Training and Development, Human Resource Planning and Employment Equity).

General Classes or Types of Records

Contain general information relating to benefits, compensation, human resources administration, working conditions, employee relations and human resource planning, development and management.

- Benefits (staff and management)
- Budgets and Financial Statements
- Business Proposals/Plans
- Committee Meetings - Minutes and Recommendations
- Compensation (staff and management information)
- Human Resources Planning (research and comparative information, reports)
- Job Classification (systems, surveys)

Recruitment and Selection
Special Studies and Projects (attitude surveys, French language proficiency)
Training and Development (programs and schedules)
Tuition Assistance (applications, reimbursements)

Personal Information Banks

Contain information relating to benefits, compensation, human resources administration, working conditions, employee relations and human resource planning, development and management.

Attendance Recording System

Location: Corporate Records and Benefits and divisional line managers' offices. **Legal Authority:** Liquor Control Act, R.S.O. 1980, c.243, s.3. **Information Maintained:** Name, Social Insurance Number, date of birth, attendance history. **Uses:** Record absences and/or hours worked. **Users:** Line managers, department staff. **Individuals in Bank:** All permanent, permanent part-time, casual and contract employees. **Retention and Disposal:** 50 years from date of termination, then destroyed.

Employee Assistance Program

Location: Health Centre. **Legal Authority:** Liquor Control Act, R.S.O. 1980, c.243, s.3. **Information Maintained:** Name, address, sex, marital status, date of birth, dependants, telephone number, commencement of employment, referral source, previous treatment, assistance sought, program participation, progress and contact notes. **Uses:** Provide support and referral services to employees in need of assistance. **Users:** Employee Assistance Coordinator. **Individuals in Bank:** Permanent employees. **Retention and Disposal:** Two years after termination, then destroyed.

Employee Records, Benefits and Compensation (personnel files)

Location: Corporate Records, Benefits and Corporate Compensation, executive offices and divisional line managers' offices. Note: In the case of the Retail Division, duplicate files are maintained in all regional and district offices as well as in stores. In the case of the Distribution Division, duplicate files are maintained in all warehouses. **Legal Authority:** Liquor Control Act, R.S.O. 1980, c.243, s.3. **Information Maintained:** Name, Social Insurance Number, date of birth, address, telephone number, union affiliation, sex, marital status, tax exemptions, veteran status, spouse's/dependents' information, beneficiaries, insurance and benefits coverage and premiums, education, job applications, employment and remuneration history, present position and work location, routine medical information, injury claims, rehabilitation history, retirement options, vacation, sick time and other leaves of absence data, employment contracts, performance appraisals, merit increase recommendations, discipline reports, memos, correspondence, notes to file (telephone conversations, questions asked, advice given, miscellaneous performance observations, etc.), tuition assistance requests, training/development details, information release consent forms, termination data, unemployment insurance records, record of inconsistent use/disclosure. **Uses:** Administer benefits and compensation; prepare payroll; document current employment status; general personnel management administration; record career objectives and development as well as work history. **Users:** Human Resources staff, line and senior managers, Audit staff, executive offices, LCBO employees. Select information to Payroll Department, Ministry of Government Services (Employee Benefits and Data Services), employees' union, insurance companies. **Individuals in Bank:** Full-time, part-time, casual and contract LCBO employees. **Retention and Disposal:** 50 years after termination, then destroyed.

Employment Equity

Location: Employment Equity Office. **Legal Authority:** Liquor Control Act, R.S.O. 1980, c.243, s.3. **Information Maintained:** Social Insurance Number, sex, ethnic origin, language(s) spoken, disability/impairment. **Uses:** Administer Employment Equity Program; compile demographic and other statistical analyses. **Users:** Employment Equity staff, vice-presidents, Executive Vice-President. **Individuals in Bank:** Full- and part-time LCBO employees. **Retention and Disposal:** Period of employment, then destroyed.

Formal Complaint Information

Location: Divisional vice-presidents' offices, head office. **Legal Authority:** Liquor Control Act, R.S.O. 1980, c.243, s.3. **Information Maintained:** Notice of formal complaint, name, job classification, start date, department, statement of complaint, name of respondent(s), name of witness(es), third party statements, investigation documents, summary report, recommendations, legal consultation advice, action taken, correspondence. **Uses:** Record complaints, investigation and action taken. **Users:** Directors, vice-presidents, LCBO legal counsel, executive offices. **Individuals in Bank:** Permanent management and excluded staff who have had a formal complaint. **Retention and Disposal:** Not determined.

Health Centre Information

Location: Corporate Records and Benefits. **Legal Authority:** Liquor Control Act, R.S.O. 1980, c.243, s.3. **Information Maintained:** Name, address, sex, telephone number, date of birth, Social Insurance Number, marital status, family doctor, medical history, employment history, disability, job classification, correspondence concerning health problems, time loss, pay rate, current physical condition, general medical information. **Uses:** Record medical history, present physical and mental condition, ability to perform assigned duties; document disability and absence due to illness or injury; authorize sick leave payments. **Users:** Health Centre staff. **Individuals in Bank:** Permanent, part-time and casual LCBO employees. **Retention and Disposal:** 50 years after termination, then destroyed.

Human Resources Administration Information

Location: Staff Relations, Corporate Records and Benefits. **Legal Authority:** Liquor Control Act, R.S.O. 1980, c.243, s.3. **Information Maintained:** Name, address, employment history, memoranda from supervisors, investigation reports on disciplinary matters, file notes, third party statements, store visitation reports, recommendations of the Discipline Committee. **Uses:** Record investigations, recommendations and action taken on disciplinary matters. **Users:** Staff Relations personnel, LCBO legal counsel, department heads. **Individuals in Bank:** LCBO employees. **Retention and Disposal:** 50 years after termination, then destroyed.

Human Resources Planning Information

Location: Human Resources Planning and Development. **Legal Authority:** Liquor Control Act, R.S.O. 1980, c.243, s.3. **Information Maintained:** Name, Social Insurance Number, work location, French language proficiency level, date of birth, employment history, remuneration, education and training, succession data, performance appraisal summaries, career development plans. **Uses:** Identify employee skills, interests and qualifications for possible development, promotion and work assignment; compile statistical information. **Users:** Human Resources Planning and Development staff, line and senior managers, Succession Planning Committee. **Individuals in Bank:** Full-time, part-time, contract and casual LCBO employees. **Retention and Disposal:** Current plus five years, then destroyed.

Human Rights Information

Location: Human Resources Division (head and regional offices). **Legal Authority:** Liquor Control Act, R.S.O. 1980, c.243, s.3. **Information Maintained:** Details of discrimination, harassment or other human rights complaints, Ombudsman's investigation material, names of complainant(s), respondent(s), supervisor, manager, witnesses and interested parties, investigation documentation, minutes of meetings, statements, correspondence, recommendations for resolution. **Uses:** Document incidents; investigate and resolve complaints. **Users:** Human Resources Services staff, senior management. **Individuals in Bank:** LCBO employees who have lodged complaints. **Retention and Disposal:** Not determined.

Recruitment/Selection Information

Location: Human Resource Services (head and regional offices). **Legal Authority:** Liquor Control Act, R.S.O. 1980, c.243, s.3. **Information Maintained:** Name, address, telephone number, date of birth, Social Insurance Number, language skills, education, employment history, work location, job classification, application for employment, application for posted competition, job vacancy postings, test results, job competition criteria (qualifications, interview questions), performance evaluations, character references, employment references, seniority dates, lists of competition candidates, correspondence, recruitment procedure documentation/authorization, security clearance. **Uses:** Identify candidates for employment opportunities; document recruitment/selection procedure. **Users:** Human Resources Services staff, line managers, selection panels, senior employees. **Individuals in Bank:** Applicants, LCBO employees. **Retention and Disposal:** Applications - 18 months, then destroyed; competition files - current plus two years, then destroyed.

Security Clearance Information

Location: Human Resources Division. **Legal Authority:** Liquor Control Act, R.S.O. 1980, c.243, s.3. **Information Maintained:** Name, address, Social Insurance Number, date of birth, date and particulars of offence(s), trial date and location, conviction(s), sentence. **Uses:** Determine suitability for employment. **Users:** Vice-President, Human Resources Division. **Individuals in Bank:** Applicants seeking permanent or temporary employment with the LCBO. **Retention and Disposal:** 18 months, then destroyed.

Staff Relations Information

Location: Staff Relations, Corporate Records and Benefits. **Legal Authority:** Liquor Control Act, R.S.O. 1980, c.243, s.3. **Information Maintained:** Name, address, telephone number, employment history, work location, job classification, grievance forms, notices, responses, records of meetings, relevant documentation, resolution proposals, correspondence, final disposition of grievance, negotiations. **Uses:** Document the process and resolution of grievances; identify differences in interpretation/administration of the collective agreement; identify area of disagreement between employer, employees and the union. **Users:** Staff Relations and senior Human Resources and management staff, legal counsel. **Individuals in Bank:** LCBO employees submitting grievances under the collective agreement. **Retention and Disposal:** 50 years, then destroyed.

Training and Development Information

Location: Human Resources Organizational Development. **Legal Authority:** Liquor Control Act, R.S.O. 1980, c.243, s.3. **Information Maintained:** Name, Social Insurance Number, address, work location, job classification, course locations, certificate, diploma, degree, completion results, test scores, reimbursement information, length of service, work telephone number, smoker/non-smoker, workshop participation, correspondence, trainers' schedules. **Uses:** Record employee's training history; provide information for course eligibility and reimbursement of expenses; develop additional training programs. **Users:** Human Resources training staff. **Individuals in Bank:** Full-time, part-time and casual employees. **Retention and Disposal:** Not determined.

Workers' Compensation Board Information

Location: Health Centre, Staff Relations, Corporate Records and Benefits. **Legal Authority:** Liquor Control Act, R.S.O. 1980, c.243, s.3. **Information Maintained:** Name, address, Social Insurance Number, position classification, pay rate, employment history, details of accidents/injuries, disposition of claims, names of witnesses, name of family doctor, names of medical practitioners consulted, medical information, statements of disability, time loss, appeal information, correspondence, documentation. **Uses:** Document accidents and injuries; supply information for disposition of claims; authorize leave; record eligibility to resume work. **Users:** Health Centre and Human Resources staff. **Individuals in Bank:** Permanent and temporary LCBO employees. **Retention and Disposal:** 50 years after termination, then destroyed.

Information Technology Division

Provides information services (business systems, data management and computer operations), and technical resources. The division comprises Office of the Vice-President, Information Systems Planning, Information Services, Systems Facilities and End-User Computing.

General Classes or Types of Records

Contain information on computer systems and facilities, data management, special projects and standards and procedures.

Central Computer Standards and Procedures
Committee Meetings/Minutes
Computer Facilities and Uses

Programming and Systems Standards
Systems Development Analyses

Personal Information Banks

None

Retail Division

The division is responsible for the operation of retail stores. It comprises Customer Service and Administration, consisting of Regular, Agency and Duty Free Stores, Distribution Depots and Vintage-Wine Consultant Coordination; Store Planning and Development; Quality Assurance; and five regional offices.

General Classes or Types of Records

Contain information on the administrative and financial aspects of retail operations including sales and financial records, product and inventory data, budget and expenses.

Administration Records (by store)
Receipts and Inventory (by store)
Refusal Reports
Sales and Financial Records (by store)
Special Occasion Permits

Manuals

Issued to provide guidelines on LCBO store policies and practices, administrative and financial procedures, and customer services.

Store Operations Manual
Store Procedures Manual

Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

Parking Records

Also contain information relating to agency stores and customer service complaints.

Agency Stores

Location: Agency Stores Office. **Legal Authority:** Liquor Control Act, R.S.O. 1980, c.243, s.3. **Information Maintained:** Name, address, business background, application forms, licence. **Uses:** Determine suitability of applicant to operate an agency store under contract. **Users:** Agency Stores staff, Executive Office, Legal Office, Manuals Department, Finance and Administration Division. **Individuals in Bank:** Individuals operating agency stores under licence. **Retention and Disposal:** Not determined.

Customer Service Files

Location: Store managers' offices. **Legal Authority:** Liquor Control Act, R.S.O. 1980, c.243, s.3. **Information Maintained:** Name, address, telephone number. **Uses:** Record products purchased and returned. **Users:** Retail Division staff. **Individuals in Bank:** Individuals who have purchased and/or returned products carried by the LCBO. **Retention and Disposal:** Two years, then destroyed.

Distribution Division

This division is responsible for ensuring transportation and warehousing services.

General Classes or Types of Records

Contain information on policy, procedures and documentation relative to customs, traffic, systems, purchasing, inventory and distribution programs and initiatives.

Custom-Bonded Warehouse
Customs and Traffic Documentation
Inventory Records
Policy (for general management)
Private Stock
Purchasing Reports/Records
Systems Documentation
Traffic and Customs

Personal Information Banks

Contain information concerning private stock agents.

Private Stock Agents

Location: Private Stock Department. **Legal Authority:** Liquor Control Act, R.S.O. 1980, c.243, s.3. **Information Maintained:** Name, address, business background, application forms. **Uses:** Determine suitability of applicant to operate as a private stock agent. **Users:** Private Stock Department staff and Legal Office. **Individuals in Bank:** Individuals seeking authority to operate a private stock agents. **Retention and Disposal:** Not determined.

Merchandising Division

This division is responsible for marketing research activity, in-store merchandising activity (including store layouts), product management (including selection of products and assortment planning), as well as program development of new merchandising initiatives. It is comprised of the Product Management Department, Vintages, Quality Assurance Department, and Program Development.

General Classes or Types of Records

Contain information relating to the merchandising of liquor products and laboratory analysis.

Customer Surveys
Laboratory Analysis Reports
Market Research
Product Displays
Products and Listings
Promotional Items
Purchases of Spirits, Wine and Beer

Personal Information Banks

Contain information on delivery service.

Liquor Delivery Service Files

Location: Program Development Department. **Legal Authority:** Liquor Control Act, R.S.O. 1980, c.243, s.3. **Information Maintained:** Name, address, business/personal background, application and reference check forms. **Uses:** Determine suitability of applicant to operate a liquor delivery service. **Users:** Program Development staff. **Individuals in Bank:** Individuals/companies seeking authority to operate a liquor delivery service. **Retention and Disposal:** Files to be transferred to the Liquor Licence Board of Ontario on or about January 1, 1991.

Access

Freedom of Information and Privacy Coordinator
Liquor Control Board of Ontario
Suite 101, 55 Lake Shore Boulevard East
Toronto, Ontario
M5E 1A4
Telephone: (416) 864-2462

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A public reading room for the review of manuals and other information is open during regular office hours at Suite 101, 55 Lake Shore Boulevard East, Toronto.

Loyalist College of Applied Arts and Technology

Head

Chairperson, Board of Governors
Loyalist College of Applied Arts and Technology
Wallbridge-Loyalist Road
P.O. Box 4200
Belleville, Ontario
K8N 5B9
Telephone: (613) 969-1913

Mandate

Loyalist College offers full- and part-time programs in the fields of technology, business and communications, health sciences, community studies, occupational upgrading, apprenticeship and continuing education.

Organization

Loyalist College is governed by a 17-member Board of Governors which includes the President as ex-officio member and secretary- treasurer. The college is organized into two academic divisions (Applied Arts, Business and Health Sciences, and Technology and Continuing Education) and three administrative divisions (Finance and Administration, Human Resources, and Student Services). The main campus is located in Belleville, with other teaching locations throughout the counties of Hastings, Lennox and Addington, Northumberland and Prince Edward.

Divisions

Board of Governors

The Board of Governors consists of twelve appointed members chosen from the external community, four elected members chosen from the college, and President in an ex-officio capacity. The board's function is to establish goals and policies, and to monitor and evaluate operational and educational results. The board has two standing committees: Academic and Student Affairs, and Finance, Property and Personnel.

General Classes or Types of Records

Contain information relating to the development of policy, the establishment of goals and objectives for the college, and the general direction of the college operations.

Bylaws
Membership Register
Minutes of Board and Standing Committees

Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

Board of Governors Membership

Office of the President

Appointed by and responsible to the Board of Governors, the President is Chief Executive Officer with full authority to manage and direct the business and educational affairs of the college.

General Classes or Types of Records

Contain information relating to the management of the college, as well as general administrative records, as described in Chapter II of this directory.

Personal Information Banks

None

Applied Arts, Business and Health Sciences Division

The Dean of Applied Arts, Business and Health Sciences is responsible for the delivery of full-time academic programs in the Information Systems, Business Communications, Community Studies and Health Sciences departments.

General Classes or Types of Records

Contain information relating to the development and delivery of academic programs, as described in Chapter II of this directory.

Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

Teacher Workload Records (Standard Workload Form)

Technology and Continuing Education Division

The Dean of Technology and Continuing Education delivers full- time academic programs in the departments of Chemical, Electronics, Environmental and Building as well as part-time continuing education programs. This division also administers government sponsored skills/academic upgrading programs such as FUTURES and Ontario Basic Skills.

General Classes or Types of Records

Contain information on the development and delivery of academic programs and the delivery of government-sponsored programs listed above, as described in Chapter II of this directory.

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

FUTURES Program Applicants and Participants
Ontario Basic Skills Program Trainees
Ontario Training Incentive Program Trainees
Teacher Workload Records (Standard Workload Form)

Finance and Administration Division

The Director of Finance and Administration provides the college with a variety of administrative support services, including finance and accounting, plant and property management, library and audio visual services, and purchasing.

General Classes or Types of Records

Contain general administrative records as described in Chapter II of this directory.

Manuals

Issued to teaching and administrative staff and containing policies and procedures governing college operations.

Policy and Procedures Manual

Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

Library Users Lists

Student Services Division

This division administers student admissions and registration, and offers a wide range of student services such as counselling, job placement, athletic and fitness programs, and student health services.

General Classes or Types of Records

Contain information relating to the enrolment and registration of students and to the provision of student services listed above, as described in Chapter II of this directory.

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Co-op, Work Term, Final Job Placements
Graduate and Alumni Records
Health and Medical Records
Ontario Student Assistance Program
Scholarships and Awards
Student Applications
Student Athletics and Fitness Programs
Student Registration and Academic History
Tests, Examinations and Assessments

Human Resource Division

This division provides human resources and personnel management functions for the college, as well as administering the college cafeteria.

General Classes or Types of Records

Contain information relating to the college's human resource function, as described in Chapter II of this directory. Also contain information on the operation of the college's cafeteria.

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Employee Personnel, Payroll and Benefits Records
Job Competitions and Applications
Ombudsman/Human Rights Commission
Workers' Compensation

Access

Freedom of Information and Privacy Coordinator
Loyalist College
Wallbridge-Loyalist Road
P.O. Box 4200
Belleville, Ontario
K8N 5B9
Telephone: (613) 969-1913, ext. 216

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A public reading room for the review of manuals and other information is open during regular college hours in the Anderson Resource Centre on the main floor of the Kente Building, Belleville.

Management Board of Cabinet

Head

Chairman of Management Board
7th Floor, Frost Building South
7 Queen's Park Crescent
Toronto, Ontario
M7A 1Z6
Telephone: (416) 327-2020

Mandate

The Management Board of Cabinet is the committee of Cabinet responsible for coordinating the financial and administrative operations of the government. The board operates under the authority of the Management Board of Cabinet Act. It officially represents the government of Ontario as the employer of its public servants.

Organization

Management Board of Cabinet is organized into two secretariats - the Management Board Secretariat, which provides staff support in matters related to the Management Board of Cabinet Act, and the Human Resources Secretariat, which provides staff support in matters related to the Public Service Act. The Civil Service Commission and five other affiliated agencies report to the Chairman of Management Board. Each of these organizations is described separately in this chapter.

Management Board Secretariat (MBS)

Mandate

The secretariat provides staff support to the Management Board of Cabinet; manages the government's annual allocation process; prepares the annual estimates; and develops and promulgates management policies for general administration, organizational structure, and the acquisition and use of technology.

Organization

The secretariat comprises the Office of the Secretary and three operating divisions. Each division maintains its own administration and operations records. The holdings for each division are described in detail in the secretariat record schedules which are available to the public in the Management Board Secretariat reading room.

Divisions

Office of the Secretary

Provides staff support to the Secretary of Management Board who is the deputy minister equivalent in the Management Board Secretariat. The office handles all legislative matters; coordinates internal planning and allocation processes and common administrative support services for the secretariat.

General Classes or Types of Records

Contain administrative information for the secretariat as well as material related to special initiatives coordinated through the office.

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Central Attendance Recording System (CARS)
Employment Application Inventory
General Employment History and Payroll Information
Identity/Employee Card
Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)
Job Competitions
Travel/Expense Accounts

Information Technology Division

Develops and supports corporate strategies and policies to encourage effective use of information technology in the Ontario government; advises Management Board of Cabinet and other Cabinet committees on the technology aspects of ministry program proposals; and manages the secretariat information systems. The division is organized into two branches: Policy Administration and Strategic Policy, and a Systems Development Office.

General Classes or Types of Records

Contain background material concerning technology strategies and policies as well as records related to ministries' technology initiatives submitted to Management Board.

Development and Implementation of Information Technology Strategies and Policies
Management Board Applications, Submissions and Reports Related to Information Technology

Personal Information Banks

None

Management Policy Division

Responsible for the development and administration of management policies other than technology and personnel administration. Advises Management Board of Cabinet and other Cabinet committees on the management policy aspects of ministry program proposals. The division has four operational units - Policy Development and Administration Branch, Freedom of Information and Privacy Branch, the Advertising Review Board, and Corporate Initiatives.

General Classes or Types of Records

Contain information relating to the development and implementation of the administrative policies for which it is responsible. Also contain information related to the operations of the Advertising Review Board.

Administrative Policy Material
Advertising Review Board Competitions and Reviews
Applications re Advertising Competitions
Executive Position Control
Freedom of Information and Privacy Implementation

Management Board Applications, Submissions, Reports
Organizational Policy Material
Special Studies and Programs

Manuals

Provide directives and guidelines governing the management practices in government and the operations of the Ontario Agency of Record.

Management Board of Cabinet Directives and Guidelines.
Ontario Agency of Record for Advertising in Ethnic Media
Ontario Agency of Record Manual

Personal Information Banks

Contain information on candidates eligible for cross-ministry consulting projects.

Opportunities for Development

Location: Management Policy Division. **Legal Authority:** Public Service Act, R.S.O. 1980, c.108, s.4(f); R.R.O. 1980, Reg. 881, s.5 and s.22. **Information Maintained:** Name, resume, participant's qualifications in accordance with project requirements. **Uses:** Determine skills and experience required for matching appropriate candidates with specific projects. **Users:** Project coordinator, line managers. **Individuals in Bank:** Individuals submitting resumes for short-term interministry projects. **Retention and Disposal:** Not determined.

Programs and Estimates Division

Responsible for corporate expenditure control and the expenditure estimates process. Participates in the government's annual resource allocation process, and advises Management Board and other Cabinet committees on cost implications and results of ministry program changes and proposals. The division is organized into four branches: Resources Development: Education and Social Services; Justice and General Government; and Expenditure Policy and Divisional Services.

General Classes or Types of Records

Contain analyses and recommendations related to ministry programs or proposed programs, the background material concerning the annual allocation, estimates and results reporting processes, and the formal record of proceedings of the Management Board of Cabinet.

Annual Estimates Submissions
Management Board Applications, Submissions and Reports
Management Board Orders
Minutes of Management Board Meetings

Personal Information Banks

None

Access

Freedom of Information and Privacy Coordinator
Management Board Secretariat
18th Floor, 56 Wellesley Street West
Toronto, Ontario
M7A 1Z6
Telephone: (416) 327-2187

A public reading room for the review of manuals and other information is open during regular office hours on the fifth floor at 101 Bloor Street West, Toronto.

Human Resources Secretariat (HRS)

Mandate

The Human Resources Secretariat, as the central agency responsible for promoting the best practices in human resources management, provides advice and support to the ministries. The secretariat develops human resources management policies, programs and initiatives in consultation with ministries, and in support of the business of government. The Secretariat also acts on behalf of Management Board of Cabinet, as the employer, in collective bargaining and employee relations matters.

Organization

The secretariat is organized into three divisions with eight branches and two units. Head office is located at Queen's Park, Toronto.

Divisions

Human Resources and Leadership Planning Division

The division provides corporate leadership and human resources policy, planning and education. It delivers the corporate workforce and employment equity program. The division provides human resource services to the OPS executive cadre, manages employment funds and provides personnel services for the Human Resources Secretariat and Management Board Secretariat and ministers' staff. Within this division there are three branches: Employee Services; Workforce and Employment Equity; and Leadership Planning and Education.

General Classes or Types of Records

Contain information on personnel services for both the Human Resources and Management Board Secretariats, the design and delivery of training programs, workshops and seminars, including those specifically for executives, French language training, the development and review of staffing policies, staffing programs management and administration, programs and initiatives to the various client groups, human resources planning for potential and executive employees, the development and maintenance of the executive classification and compensation systems, the provision of services to ministries relating to the planning and implementation of executive organizations and data on public and private sector compensation practices.

Bilingual Testing Materials and Records
Consultation to Ministry
Course Design, Delivery and Cost Recovery
Delegation of Staffing Authority
Employee Information Surveys

Employment Equity Data Base
Employment Equity Policies
Executive Classification Standards
Executive Compensation Policies
Executive Compensation Reports and Records
Executive Development Programs
Executive Organization Charts
Executive Position Files
Government of Ontario Temporary Administration
Human Resources Policies and Procedures
Monitoring Reports and Statistical Records
Position Descriptions
Relocation Analysis
Staff Development Policy
Staffing Issues, Policy and Program Development
Staffing Training Materials, Videos and Films
Student Employment Program
Task Force Reports
Training Materials, Videos and Films

Manuals

Issued to human resources branches to provide standards for executive position evaluation.

Executive Compensation Plan Job Evaluation

Personal Information Banks

The Employee Services Branch maintains the following common personal information banks as described in Chapter II of this directory.

Career Planning/Training
Employment Application Inventory
Employment Equity Program
General Employment History and Payroll Information
Identity/Employee Card
Job Competitions
Library Users Lists
Medical Information (Personnel)
Ombudsman/Human Rights Commission
Performance Management
Workers' Compensation

The following common personal information bank is located in the Office of Legal Services in the Ministry of Treasury and Economics.

Litigation Files

Also contain information on the management of executive employees, corporate human resources planning, staffing, temporary employee payroll, and French language training.

Applicants' Test Results

Location: Employee Services Branch. **Legal Authority:** Public Service Act, R.S.O. 1980, c.418, s.4(c) and s.30(l)(c). **Information Maintained:** Name, applicant number, results of secretarial tests in both French and English. **Uses:** Maintain a record of the skill level of job applicants, including results of tests. **Users:** Staff of the Employee Services Branch and ministry Human Resources Branches. **Individuals in Bank:** Individuals seeking regular or temporary employment in the government. **Retention and Disposal:** Five years, then destroyed.

Central Staffing Inventories

Location: Employee Services Branch. **Legal Authority:** Public Service Act, R.S.O. I980, c.418, s.4(c) and s.30(l)(c). **Information Maintained:** Name, address, employment and educational history. Inventories contain referrals and applications for office, technical, professional and general services jobs. **Uses:** Provide an inventory of job applicants which ministries may use as part of the hiring process. **Users:** Staff of the Employee Services Branch and ministry Human Resources Branches. **Individuals in Bank:** Individuals seeking regular or contract employment in the government. **Retention and Disposal:** Eighteen months, then destroyed.

Corporate Employment Equity Program

Location: Workforce Planning and Employment Equity Branch. **Legal Authority:** Public Service Act, R.S.O. I980, c.418, s.4(c) and (f). **Information Maintained:** Name, Social Insurance Number, date of birth, job classification and title, salary, work location, voluntary data on employee racial minority status, gender, disability, French language and aboriginal status. **Uses:** Monitor progress of designated groups to establish employment equity for designated group members in the areas of recruitment, promotion, training and career mobility. **Users:** Staff of the Workforce Planning and Employment Equity Branch and Human Resources Services Section, management in the Human Resources Secretariat. **Individuals in Bank:** Participants in the "I Count" census and the "Workforce Profile" survey. **Retention and Disposal:** Employment work period, then destroyed.

Employees Returning from Long-Term Disability

Location: Employee Services Branch. **Legal Authority:** Public Service Act, R.S.O. 1980, c.418, s.30(l)(d); Collective Agreement on Working Conditions and Benefits, Article 42. **Information Maintained:** Name, employment and educational history. **Uses:** Administer the placement program for government employees returning to work from long-term disability. **Users:** Staff of the Employee Services Branch and ministry Personnel/Human Resources Branches. **Individuals in Bank:** Individuals returning from long-term disability and participating in rehabilitative employment. **Retention and Disposal:** Two years, then transferred to archives.

Employment Application Inventory

Location: Leadership Planning and Education Branch. **Legal Authority:** Public Service Act, R.S.O. 1980, c.418, s.4(c) and s.6(l). **Information Maintained:** Letters of application, resumes. **Uses:** Identify potential candidates for executive positions. **Users:** Staff of the Leadership Planning and Education Branch. **Individuals in Bank:** Applicants for provincial government executive jobs. **Retention and Disposal:** Six months, then destroyed.

Executive Acting Assignments

Location: Leadership Planning and Education Branch. **Legal Authority:** R.R.O. 1980, Reg. 88l, s.4(2) and (3). **Information Maintained:** Name, address, information on acting positions, assignment and payroll documents. **Uses:** Maintain a consolidated record of all acting assignments to executive positions; provide statistical data. **Users:** Staff of the Leadership Planning and Education Branch, select staff at Pension and Benefits Administration Branch, Ministry of Government Services, Deputy Minister, Cabinet Office, select ministry officials as designated by the deputy minister. **Individuals in Bank:** Current and potential government executive employees. **Retention and Disposal:** One year, then destroyed.

Executive Compensation Record

Location: Leadership Planning and Education Branch, Executive Resources Branch, Cabinet Office, and deputy ministers' offices. **Legal Authority:** Public Service Act, R.S.O. 1980, c.418, s.4(d). **Information Maintained:** Name, basic employee salary data including pay levels and retirement forecasts. **Uses:** Maintain a consolidated listing of executive salaries and retirement information. **Users:** Staff of the Leadership Planning and Education Branch, select staff at Pension and Benefits Administration Branch, Ministry of Government Services, Cabinet Office, Executive Development Council, Provincial Auditor, deputy ministers. **Individuals in Bank:** Government executive employees, current and acting. **Retention and Disposal:** One copy retained in Leadership Planning and Education Branch for 15 years, then destroyed; all other copies retained for current year, then destroyed.

Executive Employees' Work History and Career Information

Location: Leadership Planning and Education Branch and deputy ministers' offices. **Legal Authority:** Public Service Act, R.S.O. 1980, c.418, s.10(2) to (4), s.25 and s.4(f). **Information Maintained:** Name, work history, appointment, payroll, performance data, skills profiles, career information forms. **Uses:** Maintain a record of the executive employee's work history; provide information for possible job and developmental opportunities. **Users:** Deputy minister, Leadership Planning and Education Branch staff, Strategic Education and Development staff, Cabinet Office, Executive Development Committee. **Individuals in Bank:** Government executive employees. **Retention and Disposal:** 50 years after termination, then destroyed; select files to archives.

Executive Management Planning Inventory

Location: Leadership Planning and Education Branch, Executive Resources Branch, Cabinet Office, and deputy ministers' offices. **Legal Authority:** Public Service Act, R.S.O. 1980, c.418, s.4(c) and (f); R.R.O. 1980, Reg. 881, s.22. **Information Maintained:** Job title, pay level, assessment of potential. **Uses:** Provide a consolidated listing of information on executives and potential executives; identify potential candidates for executive jobs. **Users:** Staff of the Leadership Planning and Education Branch, Cabinet Office, deputy ministers, Executive Development Council. **Individuals in Bank:** Current and potential government executive employees. **Retention and Disposal:** One copy retained in Leadership Planning and Education Branch for three years, then destroyed; all other copies retained for current year, then destroyed.

Executive Transaction Register

Location: Leadership Planning and Education Branch. **Legal Authority:** Public Service Act, R.S.O. 1980, c.418, s.4(d). **Information Maintained:** Name, previous and current job, duration of assignment. **Uses:** Document executive employee movement; provide statistical data. **Users:** Staff of the Leadership Planning and Education Branch. **Individuals in Bank:** Current government executive employees. **Retention and Disposal:** Three years, then destroyed.

French Language Proficiency Evaluation

Location: French Training and Evaluation Services. **Legal Authority:** Public Service Act, R.S.O. 1980, c.418, s.4(c) and (f). **Information Maintained:** Name, ministry, employment and evaluation data. **Uses:** Evaluate the French language proficiency of employees/candidates referred by ministries; provide the results to ministries for the planning of language training. **Users:** Staff of French Language Training and Evaluation Services, Language Training/Language Evaluation Coordinators, managers and Personnel/Human Resources Branches in ministries. **Individuals in Bank:** Government employees and candidates for competitions for whom language proficiency evaluation has been requested. **Retention and Disposal:** Two years, then transferred to archives.

French Language Training

Location: French Training and Evaluation Services. **Legal Authority:** Public Service Act, R.S.O. 1980, c.418, s.4(f). **Information Maintained:** Name, ministry, employment and training data. **Uses:** Provide French language training to employees of the Ontario government; monitor students' progress; compile statistics. **Users:** Staff of French Language Training and Evaluation Services, Language Training/Language Evaluation Coordinators in ministries, managers and Human Resources Branches in ministries. **Individuals in Bank:** Government employees who have applied for or registered in the French language training program. **Retention and Disposal:** Two years, then transferred to archives.

GO Temporary Employees

Location: Employee Services Branch. **Legal Authority:** R.R.O. 1980, Reg. 881, s.6(i) and (iii); Crown Employees Collective Bargaining Act, R.S.O. 1980, c.108, s.18(b). **Information Maintained:** Name, employment and educational history, record of temporary assignments and appraisal of work performance. **Uses:** Determine appropriate assignment of employees registered in the government's temporary staff service; monitor work performance. **Users:** Staff of the Employee Services Branch. **Individuals in Bank:** Individuals employed in the government's temporary services program. **Retention and Disposal:** Seven years after termination, then destroyed.

GO Temporary Payroll

Location: Employee Services Branch. **Legal Authority:** R.R.O. 1980, Reg. 881, s.6(i) and (iii). **Information Maintained:** Name, address, Social Insurance Number, hours worked, pay level. **Uses:** Issue pay cheques; compile statistical reports; monitor temporary employment activity; confirm employment and earnings record. **Users:** Staff of the Employee Services Branch, Pensions and Benefits Administration Branch, Ministry of Government Services, Ministry of Treasury and Economics and ministry Personnel/Human Resources and Finance Branches. **Individuals in Bank:** Individuals employed in the government's temporary services program. **Retention and Disposal:** Paper and microfilm retained seven years, then transferred to archives. Computer files retained five years, then destroyed.

Potential Executive Employees' Work History and Career Information

Location: Leadership Planning and Education Branch and deputy ministers' offices. **Legal Authority:** Public Service Act, R.S.O. 1980, c.418, s.10(2) to (4), s.25 and s.4(f). **Information Maintained:** Name, work history, skills profiles, career information forms. Information relating to appointment and payroll transactions is maintained at the ministry level. **Uses:** Maintain a record of the potential executive employee's work history; provide information for possible job and developmental opportunities. **Users:** Staff of the Leadership Planning and Education Branch, Cabinet Office, Executive Development Committee, and the deputy minister of the employee. **Individuals in Bank:** Ontario public servants and Crown employees assessed as having executive potential. **Retention and Disposal:** 50 years after termination, then destroyed; select files to archives.

Surplus Employees

Location: Employee Services Branch. **Legal Authority:** Public Service Act, R.S.O. 1980, c.418, s.30(l)(p); R.R.O. 1980, Reg. 88l, s.19; Collective Agreement on Working Conditions and Benefits, Article 24. **Information Maintained:** Name, employment and educational history, actions taken toward job re-assignment. **Uses:** Determine eligibility of surplus employees for government jobs; monitor activity in the government. **Users:** Staff of the Employee Services Branch and ministry Human Resources Branches. **Individuals in Bank:** Government employees identified as surplus. **Retention and Disposal:** Two years, then transferred to archives.

Employee Relations and Compensation Division

Responsible for negotiations with public-sector unions on behalf of Management Board of Cabinet and the coordination of occupational health and safety policies and programs and the establishment and maintenance of corporate programs for salaries and benefits administration for government employees. Within this division there are three branches: Employee Relations; Compensation Policy; and Compensation Programs.

General Classes or Types of Records

Contain information on the development and review of all policies relating to benefits and pension plans in the Ontario Public Service, policies and procedures governing the application and administration of the classification and pay systems, the development and application of classification standards, collective bargaining and other employee relations matters, and the development and delivery of labour relations policy and compensation practices.

Arbitration Awards and Employee Benefits Negotiations
Arbitration Briefs and Awards
Benefits Policy and Program Development
Benefits Review Committees
Classification and Compensation Standards
Classification Policy and Program
Classification Standards Development and Project
Collective Bargaining Negotiation
Compensation Equity
Compensation Reports and Records
Delegation of Classification Authority
Insurance Plans Monitoring
Ministry Organization Charts Authority Description
Ministry Position Administration Activity
Ministry Strategic and Operational Human Resources Plan
Monitoring Reports
Occupational Health and Safety
Pay Administration Policy
Public Sector Pension Plan Policies
Research and Statistical Information
Survey Information and Legislative Trends
Wage and Salary Survey

Manuals

Issued to administrators in personnel, payroll, administrative branches of ministries and line managers to provide detailed guidance and administrative direction on personnel policies and procedures, to ensure the correct application and administration of benefits and to provide standards for position evaluation.

Bargaining Unit and Excluded Class Standards
Benefits Administrator's Manual
Class Salary Schedules
Lawyers' Compensation Plan Standards
Management Compensation Plan Evaluation Standards
Ontario Manual of Administration, Vol. 2

Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

Grievances and Applications

Insurance Benefits Review

Location: Compensation Programs Branch. **Legal Authority:** Collective Agreement on Working Conditions and Benefits, Article 46; Memorandum of Understanding with the Ontario Provincial Police Association, Article 32; Civil Service Commission. **Information Maintained:** Name, submissions relating to insurance benefits claims which have not been resolved through the normal claim process, decisions of the insurance benefits appeal committees. **Uses:** Document the insurance benefits appeal process. **Users:** Staff of the Compensation Programs Branch. **Individuals in Bank:** Government employees who have submitted appeals to decisions on insurance benefit claims. **Retention and Disposal:** Five years after decision, then destroyed.

Strategic Management and Services Division

This division is responsible for the strategic management of issues and provides corporate coordination, planning and central services for the secretariat's activities. Within this division there are two branches: Strategic Coordination and Communication, and Technology and Research. This division also includes the Publications and Recruitment Advertising Section and Corporate Projects.

General Classes or Types of Records

Contain information on general administrative and financial matters, computer and information systems for the Human

Resources Secretariat, the communication of the secretariat's policies, programs and initiatives to the various client groups, the strategic coordination of issues, policy coordination and corporate liaison, strategic and operational planning, centralized research, technology management within the secretariat, personnel advertising for the Ontario Government, and corporate projects.

Corporate Projects
External Recruitment Advertising
Financial Planning and Monitoring
Freedom of Information and Privacy
Job Advertising Policies for External Media and Job Mart
Management Board/Cabinet Liaison
Monitoring Reports and Statistical Records
Operational Planning
Research
Strategic Planning
Task Force Reports
Topical and Job Mart Publications
Training Materials, Videos and Films

Manuals

Issued to Human Resources Branches and Freedom of Information Coordinators to provide direction in dealing with the impact of the Freedom of Information and Protection of Privacy Act on human resources processes and practices.

Freedom of Information and Protection of Privacy
Human Resources Guidelines

Issued to ministry staff to provide directives and guidelines governing administrative practices in the Human Resources Secretariat.

Principles, Practices and Procedures Manual

Personal Information Banks

The following common personal information banks as described in the introduction to this directory are maintained.

Central Attendance Records System (CARS)
Freedom of Information and Protection of Privacy Act Requests
Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)
Parking Records
Travel/Expense Accounts

Affiliated Agencies

Civil Service Commission (CSC)

The Civil Service Commission, which consists of a Chairman and three commissioners, monitors the performance of the government as an employer, with emphasis on maintaining the merit principle. In addition, the commission is responsible for developing corporate values on matters such as conflict of interest and employee ethics.

General Classes or Types of Records

Contain information related to the administration and operation of the commission.

Civil Service Commission Annual Reports
Commission Meeting Minutes
Personnel Policy
Statistical Summaries of Certificates of Appointment to Government

Personal Information Banks

None

Ontario Provincial Police Grievance Board

The Ontario Provincial Police Grievance Board is solely responsible for the adjudication of grievances and disputes concerning working conditions and terms of employment covered by the Memorandum of Understanding between the province of Ontario and the Ontario Provincial Police Association, the regulations under the Public Service Act, and the Manual of Administration. The board is appointed by the Lieutenant Governor in Council and is composed of a Chairman, one member designated by the Ontario Provincial Police Association and one member designated by the Solicitor General.

General Classes or Types of Records

Contain information related to the administration and operations of the board.

Grievance Decisions

Personal Information Banks

None

Ontario Provincial Police Negotiating Committee

The Ontario Provincial Police Negotiating Committee is solely responsible for the negotiations between the Ontario Provincial Police Association and Management Board of Cabinet on matters relating to terms and conditions of employment including rates of remuneration, hours of work, overtime and other premium allowances for work performed, benefits, insurance plans, leaves of absence and the methods of effecting promotions, demotions, transfers, layoffs and reappointments. The committee is appointed by the Lieutenant Governor in Council and is composed of a Chairman, three staff members of the Ontario Provincial Police and three civil servants representing the employer.

General Classes or Types of Records

Contain information related to the administration and operations of the committee.

Committee Meeting Minutes
Negotiation Agreements

Personal Information Banks

None

Public Service Superannuation Board

The Public Sector Superannuation Board recommends payments of annuities, pensions and disability benefits to employees of the Ontario Public Service and rules on applications in respect of past service credits and pension credit transfers under the Public Service Superannuation Act. The board is composed of four members appointed by the Lieutenant Governor in Council.

General Classes or Types of Records

Contain information related to the administration and operation of the board.

Cases

Personal Information Banks

None

Access

Freedom of Information and Privacy Coordinator
Human Resources Secretariat
3rd Floor, Frost Building South
7 Queen's Park Crescent
Toronto, Ontario
M7A 1Z5
Telephone: (416) 965-4246
TDD: (416) 965-4343

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A public reading room for the review of manuals and other information is open during regular office hours on the fifth floor at 101 Bloor Street West, Toronto.

Metro Toronto Convention Centre Corporation

Head

President and Chief Executive Officer
255 Front Street West
Toronto, Ontario
M5V 2W6
Telephone: (416) 585-8000

Mandate

The Metropolitan Toronto Convention Centre is a national and international convention, trade show and multi-purpose facility that was developed with the primary objective of promoting and facilitating events and activities that generate economic benefits to the city and the province. Additionally, the centre provides services and facilities to serve the needs of both provincial and local activities that promote community business.

Organization

The centre is organized into four divisions: Finance and Administration; Operations; Sales; and Food and Beverage. These report to the President and Chief Executive Officer who, in turn, is responsible to the Board of Directors. Each division maintains its own administrative and operational files.

Divisions

Finance and Administration Division

Provides direction and management for the financial and administrative functions of the centre including: personnel; payroll; accounting; purchasing; credit; office services; and systems.

General Classes or Types of Records

Contain the necessary administrative and financial information to develop and implement management policies and procedures.

Corporate Policies
Credit
Finance
Government/Legal

Manuals

An administration manual outlining company policies and procedures is issued to senior management. A manual outlining standards and company rules and regulations is issued to all full-time staff.

A Guide for Employees

Personal Information Banks

Generally used in personnel- and payroll-related functions. Also related to service contracts, purchase orders and tenders. Used for general administrative and accounting purposes.

Personnel Files

Location: Metro Toronto Convention Centre. **Legal Authority:** Metropolitan Toronto Convention Centre Act, S.O. 1988, c.52, s.8. **Information Maintained:** Employee name, address, telephone number, medical information, employment history, salary, references, evaluations. **Uses:** Maintain necessary information for hirings, terminations, promotions, etc.; effectively administer personnel and related functions of the centre. **Users:** Personnel, payroll and senior managers. **Individuals in Bank:** Employees of the centre. **Retention and Disposal:** Not determined.

Payroll Files

Location: Metro Toronto Convention Centre. **Legal Authority:** Metropolitan Toronto Convention Centre Act, S.O. 1988, c.52, s.8. **Information Maintained:** Employee name, address, telephone number, yearly earnings and deductions information. **Uses:** Determine correct pay and deductions for employees. **Users:** Payroll and senior accounting staff, auditors. **Individuals in Bank:** Employees of the centre. **Retention and Disposal:** Not determined.

Employment Applications

Location: Metro Toronto Convention Centre. **Legal Authority:** Metropolitan Toronto Convention Centre Act, S.O. 1988, c.52, s.8. **Information Maintained:** Letters of application, resumes, application forms, which are filed by name. **Uses:** Identify potential candidates for vacancies. **Users:** Personnel staff, department managers. **Individuals in Bank:** Applicants for vacant positions. **Retention and Disposal:** Six months, then destroyed.

Operations Division

Coordinates the various departments under its control (Maintenance, Parking, Security, Cleaning, Communications and Event Services) as well as the contract services that contribute to the smooth overall functioning of the centre. Also provides liaison with and support to clients in planning, executing, and servicing their needs.

General Classes or Types of Records

Contain information on each department and its transactions with clients and contractors.

Centre Rules and Regulations
Clients
Contractors
Departments

Manuals

Each department issues a procedures manual.

Personal Information Banks

Contain information related to the medical treatment of employees.

Nursing Files

Location: Metro Toronto Convention Centre. **Legal Authority:** Metropolitan Toronto Convention Centre Act, S.O. 1988, c.52, s.8. **Information Maintained:** Employee name, department, medical information. **Uses:** Maintain information supplied by employees to ensure continuity of medical treatment. **Users:** Nurse. **Individuals in Bank:** Employees who have consulted the nurse. **Retention and Disposal:** Not determined.

Sales Division

Responsible for the marketing and sale of the centre in order to develop and maintain convention and trade show business from Canadian, American and international associations and corporations.

General Classes or Types of Records

Contain material necessary to fully service pending and potential clients' needs.

General Business Files

Personal Information Banks

None

Food and Beverage Division

Major responsibility is to provide food and beverage of uncompromising quality to a broad market in the corporate and private sectors attending functions at the centre. Also responsible for the activities of the Stewarding Department.

General Classes or Types of Records

Contain general business information.

Personal Information Banks

None

Access

Freedom of Information and Privacy Coordinator
Metro Toronto Convention Centre
255 Front Street West
Toronto, Ontario
M5V 2W6
Telephone: (416) 585-8000

A reading room for the review of manuals and other information is open during regular office hours at 255 Front Street West, Toronto.

Mohawk College of Applied Arts and Technology

Head

Chair, Board of Governors
Mohawk College of Applied Arts and Technology
Fennell Avenue and West 5th Street
P.O. Box 2034
Hamilton, Ontario
L8N 3T2
Telephone: (416) 575-2253

Mandate

Mohawk College provides educational programs in the fields of technology, applied arts, business, health sciences, skills and related areas. These are designed to benefit career- and employment-oriented secondary school graduates, adults and out-of-school youth, mainly from the Hamilton, Brantford and Brant County areas.

Organization

Mohawk College is operated by a Board of Governors, through the President. Reporting to the President are five operating divisions: Academic, Administration, Finance and Planning, Student Services, and Contract Services; and two support functions: Community Relations and Human Resources. Head office is the Fennell Campus in Hamilton. The college operates eight other major campuses: Brantdale, Chedoke, Highview and Wentworth in Hamilton; Saltfleet and Hamilton Industrial Training Centre in Stoney Creek; Brant-Elgin and Brant-Colborne in Brantford, plus many smaller campuses and information centres throughout the Hamilton, Brantford and Brant County area.

Divisions

Board of Governors

The Board of Governors is appointed by the Ontario Council of Regents, and is responsible for setting and controlling overall policy for Mohawk College, for the evaluation of the college mission and direction, for the setting of corporate goals and for the development and maintenance of appropriate corporate controls.

General Classes or Types of Records

Contain information relating to the development of policy, the establishment of goals and objectives for the college and the general direction of college operations.

Bylaws
Minutes of Board and Standing Committees
Policies

Personal Information Banks

None

President's Office

The President's Office, with the full authority of the Board of Governors, directs the business and academic affairs of Mohawk College. The Mohawk College Foundation and the Students' Union Corporation are independent organizations that operate at the direction of the college Board of Governors.

General Classes or Types of Records

Contain information on the management of the college, the coordination of fundraising activities and the operation of the student union.

Manuals

Issued to college staff regarding policies and procedures governing the college's operations.

Policy and Procedures

Personal Information Banks

The following personal information banks as described in Chapter II of this directory are maintained.

Board of Governors Membership
Employee Personnel, Payroll, and Benefits
Ombudsman/Human Rights Commission
Vocational Testing and Counselling

Academic Division

The Vice-President, Academic is responsible for the policy, planning, operation and direction of academic programs within Mohawk College, Educational Research and Curriculum Development Services and the operation of committees and task forces as appropriate to the development and monitoring of programs.

General Classes or Types of Records

Contain operational records as described in Chapter II of this directory relating to the development and delivery of academic programs. Also contain information on services offered to clients through special academic programs.

Motor Vehicle Repair - Client Services
Harness Horse Program - Client Services
Hawk's Nest Restaurant - Operations

Personal Information Banks

The following personal information banks as described in Chapter II of this directory are maintained.

Day Care Registrants
Teacher Workload Records (Standard Workload Form)

Also contain information relating to users of Mohawk services, and clients of Educational Research and Curriculum Development Services.

College Services Clients - Motor Vehicle Repair, Harness Horse Services, Hawk's Nest Restaurant

Location: Mohawk College, Fennell Campus. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272, s.5. **Information Maintained:** Name of client, address, telephone number, type of service required, service supplied details of work done, account and fee paid, special services/arrangements. **Uses:** Maintain a record of clients and work performed; assess progress of students performing services. **Users:** Manager and staff of department offering services as part of academic program. **Individuals in Bank:** Clients of academic program. **Retention and Disposal:** Not determined.

Educational Research and Curriculum Development Services Clients

Location: Mohawk College, Fennell Campus. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272, s.5. **Information Maintained:** Name, address, date of birth, service information, status in college, project information. **Uses:** Maintain a record of clients. **Users:** Educational Research and Curriculum Development Services staff. **Individuals in Bank:** Educational Research and Curriculum Development Services clients. **Retention and Disposal:** Not determined.

Finance and Planning

The Vice-President, Finance and Planning is responsible for policy and administrative support services in non-academic areas such as audit and finance, payroll and accounts, and planning services.

General Classes or Types of Records

Contain general administrative and operational records as described in Chapter II of this directory.

Personal Information Banks

None

Administration

The Vice-President, Administration is responsible for policy and administrative support services in non-academic areas such as administration, operational review, computer services, consumer services, corporate services, development and alumni relations, library resource centres, medical services and physical plant.

General Classes or Types of Records

Contain general administration and operational records as described in Chapter II of this directory.

Personal Information Banks

The following personal information banks as described in Chapter II of this directory are maintained.

Graduate and Alumni Records
Health and Medical Records
Library Users Lists
Parking
Workers' Compensation

Student Services

The Vice-President, Student Services is responsible for policy and administrative support services in all matters affecting students outside the classroom, laboratory and field trip involvement. These are cooperative education programs, counselling and career development, the Registrar's Office, athletics, student council and social activities.

General Classes or Types of Records

Contain operational records as described in Chapter II of this directory relating to the enrolment and registration of students and the provision of student services listed above.

Personal Information Banks

The following personal information banks as described in Chapter II of this directory are maintained.

Co-op, Work Term, Final Job Placements
FUTURES Progam Applicants and Participants
Ontario Basic Skills Program Trainees
Ontario Training Incentive Program Trainees
Ontario Student Assistance Program
Student Appeals (disciplinary, administrative, academic)
Student Applications
Student Athletics and Fitness Programs
Student Counselling
Student Registration and Academic History

Access

Freedom of Information and Privacy Coordinator
Mohawk College of Applied Arts and Technology
Fennell Avenue and West 5th Street
P.O. Box 2034
Hamilton, Ontario
L8N 3T2
Telephone: (416) 575-2087

A public reading room for the review of manuals and other information is open during regular office hours in the corporate offices, Room C111, Fennell Campus, Hamilton.

Ministry of Municipal Affairs

Head

Minister of Municipal Affairs
17th floor, 777 Bay Street
Toronto, Ontario
M5G 2E5
Telephone: (416) 585-7000

Mandate

The ministry is responsible for providing a framework and directions within which local governments can meet the needs of the people of Ontario and plan for the future of their communities by promoting and ensuring strong local governance; by guiding development in accordance with provincial objectives and policies; and by ensuring that the province and the municipalities work together in the best interests of the people of Ontario. The ministry is also responsible for coordinating the government's policies, programs and projects designed to ensure that the Greater Toronto urban area remains environmentally and economically attractive as it manages significant growth.

Organization

The ministry is organized into three divisions (Municipal Policy Development, Municipal Operations, and Corporate Management Services) with other branches that report directly to the deputy minister (Strategic Planning and Intergovernmental Relations, the Ontario Municipal Audit Bureau and Legal Branch). The Office for the Greater Toronto Area and the Special Advisor to the Premier - Toronto Waterfront Development also report to the Minister of Municipal Affairs. The Office for the Greater Toronto Area is organized into three sections: GTA Programs, GTA Urban Structure and Greater Toronto Coordinating Committee. These sections report directly to the Deputy Minister Responsible for the GTA.

Divisions

The Ministry of Housing provides central human-resource, financial, communications and administrative services and maintains the following common personal information banks as described in Chapter II of this directory. This information is also maintained within individual branches.

- Career Planning/Training
- Central Attendance Recording System (CARS)
- Employment Application Inventory
- Employment Equity Program
- General Employment History and Payroll Information
- Grievances and Applications
- Identity/Employee Card
- Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)
- Job Competitions
- Library Users Lists
- Medical Information (Personnel)
- Ombudsman/Human Rights Commission
- Parking Records
- Performance Management
- Travel/Expense Accounts
- Workers' Compensation

Municipal Policy Development Division

The Municipal Policy Development Division is responsible for all policy development including land-use policy development, provincial programs, local government structure, municipal boundaries, powers and authority, and municipal finance policy.

General Classes or Types of Records

Contain information relating to local government structure, municipal representation, special purpose bodies, municipal powers and authorities, accountability and ethics in local government, and community land-use planning and development.

- Background Information on Community Planning and Development
- Parkway Belt and Amendments
- Planning Studies
- Policy Statements on Land Use and Related Guidelines

Personal Information Banks

None

Municipal Operations Division

The Municipal Operations Division is responsible for all program design, development, coordination, monitoring and delivery on behalf of the ministry. Through ten regional offices, staff assist in local planning, municipal government structure studies, financial, administrative and other advisory activities to support municipal decision making. In addition, the division is responsible for resolving and implementing inter-municipal boundary issues, municipal restructuring initiatives and local government studies in Northern Ontario. The division provides planning and approvals advice concerning official plans and amendments, subdivision and condominium applications, minister's consent orders and zoning orders. In addition, it supports community renewal initiatives and education and training programs.

General Classes or Types of Records

Contain municipalities' demographic, financial, service and program-related information on the Municipal Analysis and Retrieval System (MARS) data base, information relating to community development, community land-use planning and development, negotiation positions, and information related to municipal boundary and boundary-related disputes.

- Agreements with Municipalities
- Bulletins and Publications
- Business Improvement Area Program and Association
- Community Improvement Policies
- Consultants' Reports
- Grant Programs to Municipalities
- Grants - Commercial Area Improvement Program
- Grants - Community Planning Grants Program
- Grants - Municipal Education and Training
- Grants - Ontario Neighbourhood Improvement Program
- Grants - Planning Administration Grants Program
- Grants - Program for Renewal, Improvement, Development and Economic Revitalization (PRIDE)
- Grants - Summer Experience Program
- Minister's Zoning Orders and Amendments

- Municipal Directories
- Municipal Financial and Management Information
- Municipal Maps
- Official Plans and Amendments - Approvals (municipal and regional)
- Official Plans and Amendments - Planning Areas in the North
- Property Standards (municipal maintenance and occupancy bylaws)
- Provincial-Municipal Relations
- Review and Processing of Restructuring and Boundary Files, Cabinet Submissions and Regulations
- Subdivision and Land Severances - Approvals
- Tax Registration Documents
- Zoning Bylaws and Amendments - Municipal

Manuals

Issued to staff to provide directives relating to the criteria for grant applications, various financial and administrative functions of municipalities, and ministry programs.

- A Guide to the Municipal Boundaries Negotiations Act
- Basic Accounting Package (BACPAC)
- Boundaries Bulletin
- Business Area Improvement Manual
- Commercial Area Improvement Program Administration Guide
- Community Planning Grants
- Guidelines for Disaster Relief Committees
- Municipal Education and Training Grants
- Municipal Financial Reporting Handbook
- Ontario Neighbourhood Improvement Program Administration Guide
- Planning Administration Grants
- Plans Administration Branch Planning Operations
- Plans Administration Policies and Procedures
- Program for Renewal, Improvement, Development and Economic Revitalization Administration Manual for Municipalities

Personal Information Banks

Contain information to facilitate the appointment of individuals to local government boards.

Planning Board Memberships

Location: Field Management Branch. **Legal Authority:** Planning Act, R.S.O. 1983, s.9 and s.10. **Information Maintained:** Name, address, community experience. **Uses:** Decide eligibility for membership. **Users:** Minister of Municipal Affairs. **Individuals in Bank:** Applicants for membership on some planning boards. **Retention and Disposal:** Until membership ends, then files transferred to archives.

Improvement District Trustee Memberships

Location: Field Management Branch. **Legal Authority:** Municipal Act, R.S.O. 1980, s.358. **Information Maintained:** Name, address, community experience, employment, and (if volunteered by the applicant) date of birth, marital status, education. **Uses:** Determine eligibility for membership. **Users:** Minister of Municipal Affairs. **Individuals in Bank:** Applicants for membership. **Retention and Disposal:** Until membership ends, then transferred to archives.

Line Fence Reference and Deputy Referee Appointments

Location: Field Management Branch. **Legal Authority:** Line Fences Act, S.O. 1986, s.25(a). **Information Maintained:** Name, address, community experience, employment, and (if volunteered by the applicant) date of birth, marital status, education. **Uses:** Determine eligibility for appointment. **Users:** Minister of Municipal Affairs. **Individuals in Bank:** Applicants for appointment. **Retention and Disposal:** Until appointment ends, then transferred to archives.

Corporate Management Services Division

The Corporate Management Services Division provides specific support services to the ministry by developing the French language capability within the ministry, managing the ministry's information and technology resources, and administering grant programs to municipalities and other ministry clients. The division also manages the work planning and resource allocation processes for the ministry as well as freedom of information.

General Classes or Types of Records

Contain information relating to the preparedness of the ministry to comply with the French Language Services Act and for promoting French language services to municipalities.

Documentation on Status of Bilingual Ministry Personnel
Statistical Information on Designated Municipalities

Manuals

Issued to staff to administer the Freedom of Information and Protection of Privacy Act, to provide directives and guidelines for the use of the MARS data base and relating to the criteria for grants applications, and various financial and administrative functions and ministry programs.

Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

- Freedom of Information and Protection of Privacy Act Requests

Also contain information relating to applicants for municipal tax rebates, grants or loans under several programs, subsidized wages programs to study or work for local government, records on property liens to cover loans and property taxes paid on behalf of tenants of provincially owned property.

Conservation Land Tax Reduction Program

Location: Subsidies Branch. **Legal Authority:** Order in Council 2033/88. **Information Maintained:** Name, address, assessment roll number, assessed value, tax amount, acreage, citizenship, pensioner and tax-payment status for properties identified as conservation land in Ontario. **Uses:** Decide eligibility for rebates on property taxes. **Users:** Staff of the Ministry of Municipal Affairs and Ministry of Natural Resources. **Individuals in Bank:** Owners of property identified as conservation land in Ontario. **Retention and Disposal:** Ten years, then destroyed.

French Language Skills Assessment

Location: French Language Services Branch. **Legal Authority:** French Language Services Act, S.O. 1986, s.2 and s.14. **Information Maintained:** Name, branch, location, employment category, evaluation results, evaluator name, French course information and employment status. **Uses:** Compliance with the French Language Services Act. **Users:** Ministry staff, Office of Francophone Affairs, Ontario French Language Services Commission. **Individuals in Bank:** Ministry staff. **Retention and Disposal:** Duration of employment, then transferred to archives.

Grants to Students for Research on Local Government

Location: Subsidies Branch. **Legal Authority:** Ministry of Municipal Affairs and Housing Act, S.O. 1981, c.19, s.4; Order in Council 1773/85. **Information Maintained:** Name, address, date of birth, education, references. **Uses:** Decide eligibility for grants. **Users:** A selection committee of academics and ministry representatives, program officers. **Individuals in Bank:** Applicants. **Retention and Disposal:** Until program termination, then transferred to archives.

Involvement in Municipal Administration Program

Location: Subsidies Branch. **Legal Authority:** Ministry of Municipal Affairs and Housing Act, 1981, S.O. 1981, c.19, s.4; Order in Council 1773/85. **Information Maintained:** Application and claim forms including name, address, education. **Uses:** Establish municipalities' eligibility for subsidies to hire students for an 18-week period. **Users:** Branch staff. **Individuals in Bank:** Students hired by municipalities qualifying for subsidies. **Retention and Disposal:** Four years, then transferred to archives.

Managed Forest Tax Rebate Program

Location: Subsidies Branch. **Legal Authority:** Forestry Act, R.S.O. 1980, c.175, s.4; Order in Council 1771/86. **Information Maintained:** Name, address, assessment roll number, assessed value, tax amount, acreage, Woodlands Improvement number, citizenship, pensioner and tax-payment status for properties deemed to be managed forests in Ontario. **Uses:** Decide eligibility for rebates on property taxes. **Users:** Ministry of Natural Resources program officer, Ministry of Municipal Affairs. **Individuals in Bank:** Owners of property deemed to be managed forest property in Ontario. **Retention and Disposal:** Ten years, then destroyed.

Municipal Affirmative Action Program

Location: Subsidies Branch. **Legal Authority:** Ministry of Municipal Affairs and Housing Act, S.O. 1981, c.19. **Information Maintained:** Individual's name, municipality name, address, employment history, job description, salary. **Uses:** Determine eligibility for grants. **Users:** Branch staff. **Individuals in Bank:** Applicants. **Retention and Disposal:** Five years, then transferred to archives.

Municipal Employment Equity Program

Location: Subsidies Branch. **Legal Authority:** Ministry of Municipal Affairs and Housing Act, S.O. 1981, c.19. **Information Maintained:** Individual's name, municipality name, address, employment history, job description, salary. **Uses:** Determine eligibility for grants. **Users:** Branch staff. **Individuals in Bank:** Applicants. **Retention and Disposal:** Five years, then transferred to archives.

Ontario Disaster Relief Assistance Program

Location: Subsidies Branch. **Legal Authority:** Order in Council1770/85. **Information Maintained:** Public agencies' and individuals' names, addresses, allowable grant paid, personal financial information. **Uses:** Determine eligibility for grants. **Users:** Branch staff. **Individuals in Bank:** Individuals and public agencies suffering financial hardship as a result of natural disasters. **Retention and Disposal:** Three years, then transferred to archives.

Ontario Municipal Training Program/Ontario Municipal Internship Program

Location: Subsidies Branch. **Legal Authority:** Ministry of Municipal Affairs and Housing Act, S.O. 1981, c.19, s.4; Order in Council 1773/85. **Information Maintained:** Application and claim forms including name, education. **Uses:** Establish municipalities' eligibility for subsidies to hire an intern for a two-year period. **Users:** Subsidies Branch staff. **Individuals in Bank:** Individuals hired by municipalities qualifying for subsidies. **Retention and Disposal:** Four years, then transferred to archives.

Property Liens For Recovery of Municipal and School Tax Loans Provided Until 1980

Location: Subsidies Branch. **Legal Authority:** Municipal and School Tax Credit Assistance Act, R.S.O. 1980, c.285, s.2. **Information Maintained:** Names and addresses of property owners, year of receipt of loans, amount received, property lien number, sequence number. **Uses:** Maintain a record of liens placed on property for purposes of recovering property tax loans. **Users:** Ministry staff. **Individuals in Bank:** Individuals who received loans for payment of municipal and school board taxes. **Retention and Disposal:** Two years after discharge of lien, then transferred to archives.

Shoreline Property Assistance Program

Location: Subsidies Branch. **Legal Authority:** Shoreline Property Assistance Act, R.S.O. 1980, c.471, s.3, s.4 and s.12. **Information Maintained:** Name and address of property owner, description of property, proposed date of loan, amount of loan and annual rate of repayment, cost of work done, inspection and completion certificates. **Uses:** Determine eligibility for loans to owners of shoreline property for erosion control work; monitor repayment of loans and completion of work on properties. **Users:** Branch staff. **Individuals in Bank:** Municipalities and individuals owning shoreline property. **Retention and Disposal:** Three years, then transferred to archives.

Tenants of Provincial Properties Tax Program

Location: Subsidies Branch. **Legal Authority:** Assessment Act, R.S.O. 1980, c.31, s.17. **Information Maintained:** Names and addresses of tenants of provincial properties, school support, property assessment and ownership, share of property taxes paid. **Uses:** Pay municipal and school board taxes on provincial properties. **Users:** Branch staff. **Individuals in Bank:** Tenants of provincial properties. **Retention and Disposal:** Three years, then transferred to archives.

Strategic Planning and Intergovernmental Relations Branch

The Strategic Planning and Intergovernmental Relations Branch, reporting directly to the Deputy Minister, Municipal Affairs, assists the ministry in establishing and evaluating its strategic directions, ministry policies and programs.

General Classes or Types of Records

Contain Ministry Executive Committee and other management committee agendas and minutes, information related to organizational change and management development initiatives, ministry strategic plans and supporting background information, records of consultation between the minister and municipal organizations, and records relating to the review and processing of Cabinet submissions and proposed legislation.

Personal Information Banks

None

Legal Services Branch

The Legal Services Branch provides legal services to the Ministry of Municipal Affairs including the drafting of government legislation, preparation of Orders in Council and minister's orders including zoning orders, and consultant and other contracts.

General Classes or Types of Information

Contain the following information.

- Government and Private Legislation and Regulations
- Consultants and Other Agreements (including agreements with municipalities)
- Computer Contracts
- Opinions
- Litigation Files
- Statutes, Publications and Bulletins
- Minister's Zoning Orders and Amendments Committee Meetings

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

- Career Planning/Training
- Central Attendance Recording System (CARS)
- Employment Application Inventory
- Employment Equity Program
- General Employment History and Payroll Information
- Grievances and Applications
- Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)
- Job Competitions
- Litigation Files
- Performance Management
- Travel/Expense Accounts

Ontario Municipal Audit Bureau

The bureau is responsible for auditing provincial-municipal transfer payment programs for the ministries of Agriculture and Food, Citizenship, Culture and Communications, Community and Social Services, Environment, Health, Housing, Municipal Affairs, Northern Development and Mines, Tourism and Recreation, Transportation, and Treasury and Economics.

General Classes or Types of Records

Contain files relating to the audit of specific transfer payment programs, and correspondence and agreements with other ministries.

Personal Information Banks

None

Office for the Greater Toronto Area

The GTA Programs section of the office coordinates programs and projects to achieve objectives shared by several provincial ministries and municipalities and that contribute to the quality of life in the GTA and/or address a current infrastructure need.

The GTA Urban Structure section coordinates the development of a long-term strategy for managing growth in the GTA. Through the Greater Toronto Coordinating Committee, it directs the research and process that will assist the municipalities and the province to agree on settlement and employment patterns and the social, physical and environmental infrastructure required to support the patterns. It also coordinates the capital planning and investment options associated with the infrastructure requirements.

Under appointment by the Premier, the Greater Toronto Coordinating Committee of municipal chief administrative officers coordinates information exchange, research priorities and generates common data for the information of municipalities and provincial ministries.

General Classes or Types of Records

Contain information relating to local government structure, municipal representation, special purpose bodies, municipal powers and authorities, accountability and ethics in local government and community land-use planning and development.

- Administrative Information
- Agreements Between Consultants and OGTA
- Agreements Between Municipalities
- Airports
- Bulletins and Publications
- Consultants' Reports
- Capital Planning and Infrastructure Financing
- Freedom of Information
- Growth Management Strategy in the GTA
- Project Research and Development
- Rail Transit
- Records Relating to the Review and Processing of Cabinet Submissions and Proposed Legislation
- Reference Library
- Role and Mandate of the GTA
- Sewer and Water Information
- Solid Waste Interim Steering Committee (SWISC)
- Toronto Waterfront Development
- Transportation Information
- Urban Structure Strategy

Personal Information Banks

None

Public Records

Contain information on elected municipal officials and selected appointed officials.

Municipal Officials

Purpose: Publish Municipal Directory. **Legal Authority:** Municipal Act, R.S.O. 1980, c.302, s.84; Ministry of Municipal Affairs and Housing Act, S.O. 1981, c.19, s.4(1)(a) and s.4(4). **Information Maintained:** Names and titles of elected municipal officials and certain appointed officials. **Retrievability:** Name, municipality, locality characteristics. **Retention and Disposal:** Three years, to coincide with municipal elections, then destroyed. **Access Procedures:** Director, Program Services Branch, 13th Floor, 777 Bay Street, Toronto, Ontario, M5G 2E5, telephone: (416) 585-6243.

Access

Freedom of Information and Privacy Coordinator
Ministry of Municipal Affairs
777 Bay Street
Toronto, Ontario
M5G 2E5
Telephone: (416) 585-7000

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A public reading room for the review of manuals and other information is open during regular office hours on the second floor at 777 Bay Street, Toronto.

Native Affairs Directorate

Head

Minister Responsible for Native Affairs
11th Floor, 720 Bay Street
Toronto, Ontario
M5G 2K1
Telephone: (416) 326-4000

Mandate

The Minister Responsible for Native Affairs develops and coordinates government-wide Native Affairs policy and monitors the development and delivery of line ministry programs affecting Native people.

Organization

The Attorney General of Ontario is designated under an Order in Council as the Minister Responsible for Native Affairs. The Ontario Native Affairs Directorate supports the minister in carrying out his mandate.

Ontario Native Affairs Directorate

The office supports the Attorney General in his capacity as Minister Responsible for Native Affairs and as chairman of the Cabinet Committee on Native Affairs.

General Classes or Types of Records

Contain information on finance and administration.

Band Files
Economic/Resource Development
Government/Native Organizations/Committees
Legislation Policy
Research
Social Issues

Personal Information Banks

None

Access

Freedom of Information and Privacy Coordinator
Corporate Policy Secretariat
Ministry of Natural Resources
Room 6440, Whitney Block
99 Wellesley Street West
Toronto, Ontario
M7A 1W3
Telephone: (416) 965-6317

A public reading room for the review of manuals and other information is open during regular office hours on the fourth floor of Whitney Block at 99 Wellesley Street West, Toronto.

Ministry of Natural Resources

Head

Minister of Natural Resources
6th Floor, Whitney Block
99 Wellesley Street West
Toronto, Ontario
M7A 1W3
Telephone: (416) 965-1301

Mandate

To contribute to the environmental, social and economic well being of Ontario through the sustainable development of natural resources; to ensure the long-term health of the ecosystem; to ensure the continuing availability of natural resources for the long-term benefit of the people of Ontario; to protect natural heritage and biological features of provincial significance; and to protect human life, the resource base and physical property from the threats of forest fires, floods and erosion.

Organization

The ministry has a head office and a field organization. The head office comprises the Office of the Deputy Minister, the Administration Division and four program groups - Finance and Administration, Forest Resources, Lands and Waters, and Outdoor Recreation. The field organization is structured around a Northern Ontario Office and a Southern Ontario Office each with four regional offices. Each regional office maintains between five and eight district offices. The ministry also has a number of work and research stations and affiliated agencies.

The Mineral Resources Group, consisting of the Ontario Geological Survey Branch, Mineral Resources Branch and Office of the Mines Assessor, was transferred from the Ministry of Natural Resources to the Ministry of Northern Development and Mines in 1985. All enquiries concerning the records of this group should be addressed to the Ministry of Northern Development and Mines.

Divisions

Office of the Deputy Minister

The office provides staff support in the areas of policy development coordination, land-use planning, and environmental assessment programs to the deputy minister. Also responsible for briefing the minister and coordinating strategic planning for the ministry.

General Classes or Types of Records

Contain information relating to Cabinet, Cabinet committees, executive meetings and information on policy assessments formulated by other groups in the ministry, assessments and reviews of the delivery of land-use planning programs, the plan input and review program, environmental assessment programs, and briefing material for the minister. Also contain general administrative records as described in Chapter II of this directory.

Environmental Assessment
Intergovernmental Affairs
Lands and Waters - Policy and Analysis
Local Land-Use Planning Program
Outdoor Recreation - Policy and Analysis
Plan Input and Review Program
Resources Products - Policy and Analysis
Special Projects and Matters Arising in the House
Strategic Corporate Planning, Work Planning, Corporate Directions
Strategic Land-Use Planning Program

Manuals

Provide staff with guidelines on integrated land-use planning, resource management, and environmental assessment of ministry undertakings.

A Framework for Resource Management Planning
Construction and Mitigation Handbook for Class Environmental Assessment Projects
Environmental Assessment Procedures Manual for MNR Activities
Field Environmental Planning Procedures and Guidelines for MNR Class Environmental Assessment Projects
Guidelines for Land-Use Planning
Plan Input and Review Handbook
Policies and Attitudes Towards the Generation and Use of Scientific Knowledge
Policy and Procedures Directives, Policy and Planning Secretariat

Personal Information Banks

Contain information on the minister's correspondence.

Minister's Correspondence

Location: Minister's Office Liaison Unit. **Legal Authority:** Ministry of Natural Resources Act, R.S.O. 1980, c.285. **Information Maintained:** Name, address, correspondence and replies. **Uses:** Maintain a record of correspondence and its status; provide advice to the minister. **Users:** Minister's and ministry staff. **Retention and Disposal:** Letters - two years, replies - three years, then transferred to archives.

Administration Division

The division is responsible for providing administrative support and services for ministry programs. Comprises four offices: Communications; Legal Services; Human Resources; and French Language Services. Also includes the Finance and Administration Group which comprises four branches: Administration Management; Financial Resources; Internal Audit; and Systems Services.

General Classes or Types of Records

Contain information relating to licenses, contracts, and agreements, media and community relations, litigation and legal services, occupational health and safety, and youth programs.

Accounts (land sales, land rentals, water power leases, timber licences, fish and wildlife licences, and mining licences)
Audio-Visual Materials (exhibits, displays, films,

videotapes)
Bankruptcy Reports
Community Relations
Construction Lien Claims
Coroner's Inquests
Facilities Project Management
Facilities Portfolio
French-Language Services
Litigation (accident claims, claims by the Crown (MNR), proceedings against the Crown, prosecutions, administrative tribunal hearings)
Mines (transferred to Ministry of Northern Development and Mines)
Movable Assets
Occupational Health and Safety
Patents, Trademarks, Copyright
Publications Records
Purchasing, Tenders and Proposals
Regulations and Legislation for Acts Administered by MNR
Rehabilitation Security Deposits (pits and quarries, timber, mines)
Safety Information
Suppliers' Contracts and Agreements
Youth Programs (Junior Forest Rangers)

Manuals

Provide staff with policy, procedures and interpretation to comply with the Management Board Directives and Guidelines, salary schedules, the Public Service Act, the Public Service Superannuation Act, the Collective Agreement, the Integrated Payroll Pension Employee Benefits System and the Central Attendance Recording System.

Communications Design Manual (includes A/V, publications and signs)
Communications Services Policies, Procedures and Guidelines
Expenditure Accounting System (revenue receiving and accounts receivable)
Hazardous Materials and Safety
Information Technology
Instructions to Issuers of Angling and Hunting Licences
Learning Resources Catalogue
Payroll User's Manual
Performance Measures System User's Guide
Personnel
Records and Information Management
Speech Builder
Staff Suggestion System Policy and Operating Manual
Supply Management
Work Program Planning and Procedures

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Career Planning and Training
Central Attendance Recording System (CARS)
Identity/Employee Card
Employment Application Inventory
Employment Equity Program
General Employment History and Payroll Information
Grievances and Applications
Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)
Job Competitions
Medical Information (Personnel)
Ombudsman/Human Rights Commission
Performance Management
Travel/Expense Accounts
Workers' Compensation

Also contain general information relating to financial, legal, communications and administration matters and information concerning employees who report cases of conflict of interest.

Accounting System for Aggregates

Location: Financial Resources Branch. **Legal Authority:** Aggregate Resources Act, R.S.O. 1989, c.23; R.R.O. 1989, Reg. 702, s.7(1) and s.34(1). **Information Maintained:** Operator's name, address, licence number, collateral held in trust. **Uses:** Maintain records of collateral deposits and refunds. **Users:** Branch administrative staff, program specialists, district inspectors, legal and accounting firms for audit purposes. **Individuals in Bank:** Aggregate operators. **Retention and Disposal:** Two years, then destroyed.

Accounts - Acreage Tax, Leases, and Licences of Occupation

Location: Revenue Section. **Legal Authority:** Public Lands Act, R.S.O. 1980, c.413, s.2, s.15, s.19 and s.39; Mining Act, R.S.O. 1980, c.268, s.207. **Information Maintained:** Name, address, amount of rent, description of property, financial transactions pertaining to the property. **Uses:** Billing; collect fees. **Users:** Mining companies, ministry officials. Public access to names, addresses, and amount of rent. **Individuals in Bank:** Licence and lease holders. **Retention and Disposal:** Perpetuity.

Accounts Receivable - Land Sales and Water Power

Location: Financial Resources Branch. **Legal Authority:** Public Lands Act, R.S.O. 1980, c.413, s.2, s.14, s.15, s.39 and s.40. **Information Maintained:** Company's/individual's name and address, account numbers, lease and sale numbers, property descriptions, leases. **Uses:** Maintain records of land and water power payments; bill and collect revenue for land sales/water power payments; maintain record of patented lands. **Users:** Staff of Lands and Waters Group, Titles Section, Financial Planning and Program Evaluation Section. **Individuals in Bank:** Private and government bodies producing water power, municipalities, ministries, individuals purchasing Crown land. **Retention and Disposal:** 10 years, then transferred to archives.

Accounts Receivable - Mining Accounts Receivable System (MARS)

Location: Financial Resources Branch. **Legal Authority:** Mining Act, R.S.O. 1980, c.268, s.44, s.94, s.192 and s.202. **Information Maintained:** Individual's/company's name, address, account number. **Uses:** Bill for and collect revenue from mining and gas leases, licences of occupation, exploratory licences, etc., and acreage tax on patented mining lands. **Users:** Staff of Lands and Waters Group, Acreage Tax Roll Lands and Leases and designated staff of the Ministry of Northern Development and Mines. Public access to names, addresses, rentals and tax. **Individuals in Bank:** Mining companies, individual freeholders (patented mining land) and leaseholders and licencees conducting mining activity on public and private properties. **Retention and Disposal:** 10 years, then transferred to archives.

Accounts Receivable - Timber Accounts Receivable System (TARS)

Location: Financial Resources Branch. **Legal Authority:** Crown Timber Act, R.S.O. 1980, c.109, s.11(2). **Information Maintained:** Operator's name, address, customer and licence numbers. **Uses:** Bill for and collect revenue from stumpage and area charges for the removal of trees; maintain record of agreements, liens, etc. **Users:** Staff of Timber Sales Branch, regional and district offices. **Individuals in Bank:** Companies/individuals licenced to remove trees from Crown properties. **Retention and Disposal:** Five years, then transferred to archives.

Agreements and Contracts

Location: Legal Services Branch. **Legal Authority:** Ministry of Natural Resources Act, R.S.O. 1980, c.285, s.8; Interpretations Act, R.S.O. 1980, c.219, s.27(b). **Information Maintained:** Name, address, financial arrangements, payments, terms of agreement, bonds, record of tenders opened, awards made. **Uses:** Establish terms and conditions of contracts between the Crown and contractors. **Users:** Administrative officials in federal, provincial, and municipal governments and parties to the agreement/contract. **Individuals in Bank:** Federal, provincial, and municipal government agencies and contractors in the private sector who are a party to a contract. **Retention and Disposal:** 21 years, then transferred to archives.

Claims and Legal Proceedings

Information relating to accident claims, seizures, proceedings against the Crown, fatalities, bankruptcy reports and prosecutions is maintained in nine separate and distinct banks that can be described as follows.

Location: Legal Services Branch. **Legal Authority:** Ministry of Natural Resources Act, R.S.O. 1980, c.285, and various acts administered by the ministry. **Information Maintained:** Name, address, sex, age, accident reports, claim, charges, articles seized, compensation claims, cause of death, financial statements, penalties, employment. **Uses:** Provide bases for possible litigation or preparation for prosecutions; resolve claims; evaluate cause of accident. **Users:** Ministry administrative officials. The Attorney General and the Coronor's Office have access to some banks. **Individuals in Bank:** Individuals reporting accidents, charged with violations, pursuing litigation proceedings, identified in court action, owing the ministry money, or who have declared bankruptcy, or died in circumstances which may involve the ministry. **Retention and Disposal:** Maximum 20 years, then transferred to archives, some not determined.

Conflict of Interest

Location: Deputy Minister's Office. **Legal Authority:** Public Service Act, R.S.O. 1980, s.20. **Information Maintained:** Employee's name, documentation concerning conflict of interest. **Uses:** Determine whether or not there is a conflict of interest when staff carry on non-ministry activities or bid on ministry contracts. **Users:** Deputy minister, employee. **Individuals in Bank:** Employees reporting conflicts of interest to the deputy minister. **Retention and Disposal:** One year, then transferred to archives.

Driver Training, Testing, and Ministry Vehicle Accidents Records

Location: Personnel Services Branch and regional offices. **Legal Authority:** Highway Traffic Act, R.S.O. 1980, c.198. **Information Maintained:** Names, age, driver's license number, address, results of vision tests. **Uses:** Determine driver's qualifications. **Users:** Managers, safety officers, regional coordinators. **Individuals in Bank:** Classified and unclassified employees driving ministry vehicles. **Retention and Disposal:** Permanent.

Land Titles, Expropriations and Business Acquisitions

Location: Legal Services Branch. **Legal Authority:** Ministry of Natural Resources Act, R.S.O. 1980, c.285, s.8; Public Lands Act, R.S.O. 1980, c.413, s.2, s.16, and s.23(3); Expropriations Act, R.S.O. 1980, c.148; Game and Fish Act, R.S.O. 1980, c.182. **Information Maintained:** Name, quit claim deeds, affidavits, notice to vacate lands, licences, assets, settlements, location of property. **Uses:** Determine legal entitlement to lands; evict those occupying Crown lands without authorization; obtain minister's approval to expropriate land; acquire commercial fishing businesses; determine compensation. **Users:** Ministry administrative officials. **Individuals in Bank:** Individuals occupying land without authorization or whose title is in dispute, from whom the ministry is attempting to expropriate land, or whose commercial fishing business has been purchased by the ministry. **Retention and Disposal:** 10 years, then transferred to archives.

Legal and Quasi-Legal Hearings and Inquiries

Location: Legal Services Branch. **Legal Authority:** Ministry of Natural Resources Act, R.S.O. 1980, c.285; and various specific acts such as the Pits and Quarries Control Act, R.S.O. 1980, c.378. **Information Maintained:** Name, address, licences, permits, financial information, appeals judgements, investigation reports, medical information, hearing board documents, charges. **Uses:** Provide basis for hearings; resolve complaints; prepare evidence for appeals to determine whether or not permits should be renewed, refused or cancelled. **Users:** Ministry administrative officials. **Individuals in Bank:** Individuals appealing ministry decisions, lodging complaints with the Ombudsman or appeals with the Mining and Lands Commissioner, or who have had pits and quarry licences renewed or refused. **Retention and Disposal:** Maximum 20 years, then transferred to archives.

Licence Issuers

Location: Financial Resources Branch. **Legal Authority:** Game and Fish Act, R.S.O. 1980, c.182, s.43(2); Interpretation Act, R.S.O. 1980, c.219, s.27(b). **Information Maintained:** Name of licence issuer, business location, telephone number, licence types and quantities sent, revenue received/owed, account number. **Uses:** Maintain an inventory of fish and wildlife licences; maintain accounts receivable. **Users:** Staff of Licence Issuing Section, Outdoor Recreation Group, Communications Services Branch. **Individuals in Bank:** Individuals appointed by the Minister of Natural Resources as issuers of fish and wildlife licences. **Retention and Disposal:** Five years after resignation, then destroyed.

Orders in Council

Location: Legal Services Branch. **Legal Authority:** Ministry of Natural Resources Act, R.S.O. 1980, c.285, and 19 acts administered by the ministry. **Information Maintained:** Name, address, salary, Social Insurance Number. **Uses:** Make appointments to agencies, boards and commissions. **Users:** Ministry administrative officials. **Individuals in Bank:** Public servants, ministries, government agencies, private citizens. **Retention and Disposal:** Eight years, then transferred to archives.

Staff Transfers to Ministry of Northern Development and Mines

Location: Management Planning and Analysis. **Legal Authority:** Ministry of Natural Resources Act, R.S.O. 1980, c.285. **Information Maintained:** Name, position of employee transferred to new Ministry of Northern Development and Mines. **Uses:** Record people, ceiling dollars, positions transferred. **Users:** Director, Management Planning and Analysis staff, selected senior executives. **Individuals in Bank:** Employees transferred to Ministry of Northern Development and Mines. **Retention and Disposal:** Not determined.

Forest Resources Group

The group proposes and develops major long-term policies and priorities for the forest-management program; develops, plans and recommends action for program implementation and control including the sale and disposition of timber to meet provincial objectives and industry needs; and provides advice and information to the field to support the delivery of programs for stock production, tree improvement, timber licencing, pest control, private land, forest productivity and technology transfer.

General Classes or Types of Records

Contain information on legislation, policy, procedures, administration, audit, coordination and support services for forest production and practices, pest control, private-land forestry program control and research on tree improvement and forest biomass.

Agreement Forests
Allowable Cut/Timber Depletion Calculation
Canada-Ontario Forest Resources Development Agreement (COFRDA) (summaries and program/project authorization)
Crown Timber Act and Regulations
Forest Industry Mill Licences/Returns
Forest Management Agreements (FMAs) (negotiations, withdrawals and reviews)
Forest Management Information System (FORMAGAIN)
Forest Production Policy (schedules, reports and records)
Forest Research Programs and Advisory Committee
Forest Resources Inventory (including aerial photography)
Main Office Audit Reports (operating companies, licences, agencies)
Pest Control Records
Private Land Forestry
Seed Collection
Silvicultural Assessment and Information System
Stand Improvement and Site Preparation
Stock Production Summaries and Records
Timber Licences and Related Documents
Timber Management Plans (production work and review schedule, areas harvested, and allowable harvest)
Timber Scaling
Tree Improvement and Tree Seed Program
Tree Species and Hybrid Poplar Program - Technical Development

Manuals

Issued to forestry staff on techniques, guidelines and technical standards, including survey, scaling, inspection and research activities.

Aerial Spraying for Forest Management
Cone Collection and Seed Orchards
Design Guidelines for Forest Management
Education - Focus on Forests
Forest Ecosystem Classification for the Clay Belt Site Region
Forest Information Reports
Forest Inventory Procedure for Ontario
Forest Regeneration Survey
Forest Research Reports
Forest Resource Notes
Forest Resources Policy and Procedures Directives and Bulletins Frost Hardiness Testing
Guide to the Identification of Poplar Clones in Ontario
Red Pine Plantation Growth and Yield Tables
Scaling Instructions
Silvicultural Manuals (equipment, species, working groups and records)
Timber Management Planning for Crown Lands in Ontario (1986)
Timber Sales Policy and Procedures Directives
Timber Scaling Status System - User's Guide
Woodlands Improvement Act Computer System Documentation

Personal Information Banks

Contain information relating to permits, licences, contractors, agreements and participants in various programs.

Forester Eligibility Records

Location: Forest Management Branch. **Legal Authority:** Ministry of Natural Resources Act, R.S.O. 1980, c.285, s.2. **Information Maintained:** Name, address, education record. **Uses:** Maintain lists of eligible candidates for short- or long-term contract or permanent employment. **Users:** Field and main office managers. **Individuals in Bank:** Graduate foresters, foresters-in-training, graduates of training programs. **Retention and Disposal:** Permanent.

Opportunities for Development

Location: Human Resources Branch. **Legal Authority:** Public Service Act, R.S.O. 1980, c.108, s.4(f), R.R.O. 1980, Reg. 881, s.5, s.22. **Information Maintained:** Resumes and participant's qualifications in accordance with project requirements. **Uses:** Determine skills and experience required for matching appropriate candidates with specific projects. **Users:** Human Resources staff, line managers. **Individuals in Bank:** Individuals submitting resumes for short-term interministry projects. **Retention and Disposal:** Not determined.

Private Container-Production Facilities with Multi-Year Agreements

Location: Forest Management Branch. **Legal Authority:** Public Lands Act, R.S.O. 1980, c.413, s.2. **Information Maintained:** Name, address. **Uses:** Reference; record agreements. **Users:** Forest Resources Branch staff and forest management field staff. **Individuals in Bank:** Private container-stock (tree seedling) producers with multi-year agreements. **Retention and Disposal:** Variable, then destroyed.

Private Tree-Planting Contractors

Location: Forest Management Branch. **Legal Authority:** Public Lands Act, R.S.O. 1980, c.413, s.2. **Information Maintained:** Name, address. **Uses:** Maintain list of contractors eligible to bid on tree-planting contracts. **Users:** Ministry forestry and field staff. **Individuals in Bank:** Private tree-planting contractors. **Retention and Disposal:** Permanent.

Scaler's Licences

Location: Forest Products and Marketing Branch. **Legal Authority:** Crown Timber Act, R.S.O. 1980, c.109. **Information Maintained:** Name, address, licence number, scaling course attendance and results, scaling refresher course history, other education, Social Insurance Number. **Uses:** Issue licences; update eligibility lists of licensed timber scalers. **Users:** Wood Measurement Section staff. **Individuals in Bank:** Public- and private-sector licencees. **Retention and Disposal:** Updated annually, then transferred to archives.

Timber Cutting Permits

Location: Forest Products and Marketing Branch, regional and district offices. **Legal Authority:** Crown Timber Act, R.S.O. 1980, c.109, s.2 to s.7; Woodland Improvement Act, R.S.O. 1980, c.535, s.3. **Information Maintained:** Name, address, telephone number, description of property being cut, volume and values to be cut, payments. **Uses:** Record volumes cut and revenues received. **Users:** Ministry forestry staff. **Individuals in Bank:** Permit holders. **Retention and Disposal:** Seven years, then transferred to archives.

Woodlands Improvement Act - Agreement Holders

Location: Forest Products and Marketing Branch. **Legal Authority:** Woodlands Improvement Act, R.S.O. 1980, c.535, s.2. **Information Maintained:** Name, address. **Uses:** Maintain mailing list for forestry-education and forest-management material. **Users:** Forest Resources staff, communications staff. **Individuals in Bank:** Individuals holding agreements under the Woodlands Improvement Act. **Retention and Disposal:** 15 years, then transferred on microfilm to archives.

Outdoor Recreation Group

The group develops policies and programs to promote the recreational use and enjoyment of natural resources and the commercial use of fishery and wildlife resources. Fisheries Branch manages the fisheries resources of Ontario, including planning and coordinating commercial uses and sport-fishing opportunities. The Provincial Parks and Recreation Areas Branch is responsible program leadership/policy development in the planning, development and management of provincial parks and recreational areas, and the protection of provincially significant natural heritage. Wildlife Branch is responsible for research, management planning, and policy development relating to game and non-game species of wildlife, wetlands and commercial trapping.

General Classes or Types of Records

Fisheries records contain information on aquatic surveys, boating, the commercial fishing industry, fish production and stocking, public involvement, sport fishing opportunities, fisheries research and fishing regulations. Parks records contain information on the identification and management of park resources, park users, and the development of park facilities. Wildlife records contain information on game and non-game species, their habitat and its management, and on hunting and trapping. Also contain information on the enforcement of various acts administered by the ministry.

Acid Rain
Agreements and Contracts with Agencies and Private Sector
Aquatic Invertebrate
Boating and Marina Records
Case Law and Transcripts
Commercial Fisheries and Bait-Fishing Reports
Community Wildlife Involvement Program
Conservation Officers' Records
Creel Census Reports, Fish Surveys, Yield Estimates
Crown Land Recreation (non-park areas)
Distribution of Fish Tags, Signs
Dynamics of Fish Populations (habitat control, age)
Electrofishing Field Data
Endangered Species
Enforcement Occurrence Reports
Environmental Assessment for Wildlife
Fish Culture Stations (plans, production, specifications)
Fish Disease, Hatchery Disease, Fish Nutrition, Distribution
Fur Management
Game Policy (habitat and management - big game, upland game, waterfowl)
Hatchery Stocking, Transfers and Shipments
Hunting and Trapping Policies and Education
Inland Waters - Inventory
Lake Survey Data, Summary
Law Enforcement
Native People's Fisheries
Non-Game Policy and Management
Ontario Fisheries Information System (OFIS) and
Technical Reports
Predator Control (wolves, coyotes, dogs)
Provincial Park Planning (development, operations, design, permits)
Rabies Research and Testing
Research on Wildlife/Fish Species and Habitat
Socio-Economic Studies (statistics on parks users, anglers, hunters)
Strategic Plan for Ontario's Fisheries (SPOF)
Stream Survey and Assessments
Trapping, Traps and Snares
Visitor Services in Parks
Water Sampling Analyses
Wetlands Inventory and Policy
Wildlife Policy Development, Extension and Education Services
Wildlife Strategy for Ontario

Manuals

Issued to staff to provide guidelines, technical information, standards and techniques for management, planning, operations and research. Parks, Fisheries and Wildlife branches have general policies and procedures manuals as well as those listed below.

- Big Game Mortality Assessment
- Commercial Fishing Licence Conditions
- Community Fisheries Involvement Program (CFIP) - Guidelines for Program Implementation
- District Fisheries Management Planning
- Earth and Life Science Reports
- Electrofishing Guidelines and Procedures
- Enforcement
- Field Data Book
- Habitat (fish and wildlife)
- Handbook of Fish Culture
- Hunter and Trapper Education
- Implementation Strategy, Areas of Natural and Scientific Interest
- Instruction Manual for Sampling and Field Titration
- Ontario Provincial Parks, Planning and Management Policies
- Parks Capital Maintenance Standards
- Provincial Park Development Standards
- Provincial Parks Operating Standards
- Seasonal Staff and Uniforms
- Strategic Plan for Ontario's Fisheries (SPOF)
- Visitor Services Notes
- Wetlands Classification

Personal Information Banks

Contain information on individuals seeking permits and licences.

Camping and Vehicle Permits, Reservations, Credit Card Sales and Refund Slips

Location: Individual provincial parks offering camping and/or reservations. **Legal Authority:** Provincial Parks Act, R.S.O. 1980, c.401; R.R.O. 1980, Reg. 882; Interpretation Act, c.219, s.27(b). **Information Maintained:** Registered camper's name, address, vehicle licence number, names of other campers in party, credit card number, senior citizen number. **Uses:** Reserve campsites; authorize permit holder and members of his/her party to occupy the designated campsite until the departure date; emergency or enforcement purposes. **Users:** Park clerks, gatehouse attendants, park superintendents and their assistants. **Individuals in Bank:** Individuals occupying or reserving campsites in provincial parks. **Retention and Disposal:** One year, then destroyed.

Commercial Fishing and Bait-Fish Licences

Location: Fisheries Branch. **Legal Authority:** Game and Fish Act, R.S.O. 1980, c.182; R.R.O. 1980, Reg. 414; Interpretation Act, R.S.O. 1980, c.219, s.27(b). **Information Maintained:** Name, address, designated fishing area. **Uses:** Evaluate suitability of applicant for a commercial fishing licence; control the number of bait-fish licences issued. **Users:** Branch administrative staff, program specialists, field staff. **Individuals in Bank:** Licence holders. **Retention and Disposal:** Maximum 10 years, then destroyed.

Community Fisheries Involvement Program (CFIP) - Project Proposals

Location: Fisheries Branch and regional offices. **Legal Authority:** Game and Fish Act, R.S.O. 1980, c.182, s.3; Interpretation Act, R.S.O. 1980, c.219, s.27(b). **Information Maintained:** Name and address of club, group, organization or individual, landowner's letter of permission. **Uses:** Evaluate the suitability of projects; evaluate eligibility for CFIP funding. **Users:** CFIP administrative staff in branches, regions and districts. **Individuals in Bank:** Project proponents, landowners. **Retention and Disposal:** Ten years, then destroyed.

Conservation and Activity Officers' Daily Reports

Location: District and regional offices. **Legal Authority:** Ministry of Natural Resources Act, R.S.O. 1980, c.285. **Information Maintained:** Name, badge number of conservation officers or deputy conservation officers, summary of charges, warnings. **Uses:** Draw up work plans, budgets, work schedules; create training programs; provide basis performance reviews, law enforcement reports. **Users:** Officers, managers, supervisors. **Individuals in Bank:** Ministry of Natural Resources law enforcement officers, program managers and supervisors. **Retention and Disposal:** Maximum three years, then destroyed.

Conservation Officer Training - Candidates

Location: Enforcement Specialist's Office. **Legal Authority:** Ministry of Natural Resources Act, R.S.O. 1980, c.285. **Information Maintained:** Name, address, examinations and final marks for each candidate. **Uses:** Review performance; make recommendations for promotions, transfers, secondments. **Users:** Program managers. **Individuals in Bank:** Candidates for courses. **Retention and Disposal:** Indefinite.

Fishing Permits - Scientific Collectors

Location: Fisheries Branch and regional and district offices. **Legal Authority:** Ontario fishery regulations made under the Fisheries Act, R.S.C. 1970, c.849, s.1(79-131). **Information Maintained:** Name, address, affiliation, associates. **Uses:** Control the sampling of native fish species by private organizations. **Users:** Ministry fisheries staff and enforcement staff. **Individuals in Bank:** Permit holders. **Retention and Disposal:** Seven years, then transferred to archives.

Fishing Preserves and Fish Propagation - Licences

Location: Fisheries Branch. **Legal Authority:** Game and Fish Act, R.S.O. 1980, c.182, s.12; R.R.O. 1980, Reg. 433; Interpretation Act, R.S.O. 1980, c.219, s.27(b). **Information Maintained:** Name, address, telephone number, location of rural property. **Uses:** Issue licences. **Users:** Ministry fisheries and enforcement staff. **Individuals in Bank:** Individuals licensed to maintain off-season fishing operations or to legally raise and sell fish. **Retention and Disposal:** Five years, then destroyed.

Fur Administration

Licensing and administration data for the trapping, buying, selling, exporting and sealing of furs are maintained in 13 separate and distinct banks that can be described as follows.

Location: Wildlife Branch. **Legal Authority:** R.R.O. 1980, Reg. 415 and Reg. 420. **Information Maintained:** Name, address, and, in some banks, age, date of birth, height, weight, hair and eye colour. **Uses:** Issue licences; maintain identification records; law enforcement. **Users:** Wildlife and enforcement staff. **Individuals in Bank:** Trappers, fur buyers, dealers, importers, farmers. **Retention and Disposal:** Not determined.

Hunter Education

Data on the education, training and licensing of hunters are maintained in three separate and distinct banks that can be described as follows.

Location: Wildlife Branch. **Legal Authority:** R.R.0. 1980, Reg. 418; Interpretation Act, R.S.O. 1980, c.219, s.27(b). **Information Maintained:** Name, address, sex, date and place of birth, languages spoken, height, weight, criminal history. **Uses:** Administration; maintain identification records; law enforcement. **Users:** Ministry hunter education coordinators. **Individuals in Bank:** Potential hunter education instructors, new hunters. **Retention and Disposal:** Not determined.

Hunting Licences

Licensing and administration data for game hunting are maintained in 26 separate and distinct banks that can be described as follows.

Location: Wildlife Branch. **Legal Authority:** O. Reg. 233/82; R.R.O. 1980, Reg. 420, Reg. 421 and Reg. 422. **Information Maintained:** Name, address, date of birth, and, in some banks, hair and eye colour, height, weight. **Uses:** Issue licences; maintain identification records; law enforcement. **Users:** Ministry staff. **Individuals in Bank:** Hunters. **Retention and Disposal:** Three years, then destroyed.

Intelligence Reports

Location: Special Investigations Unit. **Legal Authority:** Criminal Code, R.S.C. 1970, c.C-34; Fisheries Act (federal), Game and Fish Act, R.S.O. 1980, c.182. **Information Maintained:** Name, address, date of birth. height, weight, sex, driver's licence number, Social Insurance Number, distinguishing features, citizenship, spouse, present employers, bank. **Uses:** Special investigations; background information. **Users:** Coordinator of special investigations, special investigators, field conservation officers. **Individuals in Bank:** Individuals and companies suspected of being involved in large-scale illegal operations. **Retention and Disposal:** Maximum three years, then destroyed.

Miscellaneous Wildlife Applications, Permits and Licences

Data on permissions, licencing and administration in areas of the wildlife program other than furs, hunting, and education (e.g., the exportation of game animals, wild rice harvesting, the propagation, possession and selling of species, the operation of preserves, and guide licences) are maintained in 16 separate and distinct banks that can be described as folows.

Location: Wildlife Branch. **Legal Authority:** R.R.O. 1980, Reg. 404, Reg. 416, Reg. 417, Reg. 420 and Reg. 430. **Information Maintained:** Name, address and, in some banks, age, height, weight, hair and eye colour. **Uses:** Issue licences; maintain identification records; law enforcement. **Users:** Ministry staff. **Individuals in Bank:** Exporters (resident and non-resident), wild rice harvesters, hunters, trappers, farmers, preserve operators, collectors, guides, propagators/sellers of game birds. **Retention and Disposal:** Not determined.

Offence, Seizure and Prosecution Reports

Location: Enforcement Specialist's Office. **Legal Authority:** Game and Fish Act, R.S.O. 1980, c.182; Fisheries Act (federal), Migratory Birds Convention Act, (federal). **Information Maintained:** Violations and violator's name, address, driver's licence, date of birth, time of infraction, charging officer and court results. **Uses:** Provide basis for legal proceedings for offences under any statute enforced by Ministry of Natural Resources: maintain law enforcement reports. **Users:** Law enforcement officers, law enforcement program managers/supervisors, courts and other law enforcement agencies. **Individuals in Bank:** Violators of statutes. **Retention and Disposal:** Maximum to 20 years, then transferred to archives.

Official Warning in Lieu of Formal Charges

Location: District and Park Office. **Legal Authority:** Ministry of Natural Resources Act, R.S.O. 1980, c.285. **Information Maintained:** Name, address, age, vehicle, vehicle owner. **Uses:** Issue written warnings to offenders for violations of parks, fish and wildlife legislation. **Users:** Law enforcement officers/supervisors issuing warnings. **Individuals in Bank:** Offenders and law enforcement officers. **Retention and Disposal:** Maximum 2 years, then destroyed.

Park Complaint and Occurrence Reports

Location: Parks and Recreational Areas Branch. **Legal Authority:** The Provincial Parks Act, R.S.O. 1980, c.401. **Information Maintained:** Complainant's name, address, telephone number, may include name of violator, statutes violated, evictions and warnings. **Uses:** Report weekly park statistics for charges laid, rowdyism, occurrences, evictions, types of charges. **Users:** Parks law enforcement program managers. **Individuals in Bank:** Complainants, security officers and park wardens. **Retention and Disposal:** Maximum 5 years, then destroyed.

Tenders for Concessions

Location: Parks and Recreation Areas Branch. Also field offices. **Legal Authority:** Provincial Parks Act, R.S.O. 1980, c.401, s.7(3). **Information Maintained:** Home and business addresses, signature of tenderer, signature of witness, tender number, type of concession. **Uses:** Record agreements between Crown and concession operators. **Users:** District Manager, park staff at Regional Office, Main Office Branches. **Individuals in Bank:** Individuals tendering for concessions. **Retention and Disposal:** Maximum five years, then destroyed.

Lands and Waters Group

The group is responsible for the management of Crown lands and waters, water-management services, the acquisition and disposition of public lands, and the operation of continuing land-management programs. Also responsible for the management of mineral aggregates, fuel minerals (particularly in southern Ontario), surveying, land-related geographical referencing, mapping, remote-sensing services and other computer applications. It provides financial assistance, particularly to the 38 conservation authorities; undertakes research; and participates in the negotiation of Native land claims and other natural resource issues.

General Classes or Types of Records

Contain information on legislation, policies and programs related to land and water management.

Acquiring Lands (Inter-Property Management (IPM))
Acreage Tax Roll
Aggregate Commodity Studies
Canada Land Inventory (CLI) Maps
Canada/Ontario Shore Damage Survey Base Maps
Conservation Authority Policies
Crown Land Bridge Management Report
Crown Land Survey Plans (opinions field notes, microfilm)
Environmental Guidelines for Access Roads and Water Crossing
Flood Plain Mapping
Flood Plain Management in Ontario: Technical Guidelines
Flood Plain Planning Policy Statement and Implementation Guidelines
Fuel Minerals Operations and Policy
Grants to Conservation Authorities - Policies and Allocations
Horizontal and Vertical Control Survey (monument record, reference sketches, computer data)
Hydrology, Hydraulics, Hydrometeorology - Technical Reports
Indian Reserves and Bands Resource Policy
Lake Planning
Land and Water Management-Planning and Technical Guidelines
Land Disposition Maps (G-Plans)
Land Index Listing (Domesday Book)
Land Titles (disposition documentation and applications, acquisition)
Lands and Waters Program Policies and Approvals
Lands and Waters Training Program Files, Audio-Visuals
Map Project (artwork, airphoto, negative film)
Mining Lands - Abandoned Mines
Mining Leases and Licences of Occupation Roll
Native Land Claims (negotiations)
Northern Ontario Resources Transportation Committee
Ontario Land Inventory (OLI) Maps
Ontario Topographic Data Base
Pits and Quarries - Licences, Applications, Procedures, Rehabilitation Studies
Private Forest Road Agreements (Public Lands Act)
Public Forest Roads (Public Lands Act)
Railroad Crossings - General
Remote-Sensing Technology
Resource Access Policy
Resource Management Planning
Resources Inventory (studies and maps)
Satellite Imagery (computer tape, microfiche)
Watershed Reports
Water Management (engineering and design, energy conservation)

Manuals

Issued to field staff as guidelines and technical instructions.

Aggregate Resources Act Administration Manual
Canada/Ontario Flood Guidelines (implementation of the Damage Reduction Program)
Conservation Services Manual
Fill, Construction and Alteration to Waterways Regulation Manual
Instruction Manual on the Assessment of Regeneration Success by Aerial Survey
Instructions Governing Crown Land
Land Management Policies and Procedures
Manual of Supplementary Aerial Photography
Map Production
Name Ontario
Project File Guidelines and Ranking Criteria
Resource Access Roads - Policy and Implementation Strategies and Guidelines
Surveys and Plans
Urban Drainage Guidelines

Personal Information Banks

Contain information relating to public lands.

Public Lands - Disposition and Tenure

Location: Titles Section, regional and district offices. **Legal Authority:** Public Lands Act, R.S.O. 1980, c.413 and the regulations pertaining thereto. **Information Maintained:** Name, address, telephone number, occupation, age, location of property applied for. **Uses:** Issue tenure documents; provide information on the form of tenure; collect fees; investigate cases of unauthorized occupation. **Users:** District land supervisors and their technical staff, regional and main office administrative staff, applicants for public lands with respect to their own personal information, Ombudsman. **Individuals in Bank:** Applicants for public lands. **Retention and Disposal:** Perpetuity.

Southern Ontario and Northern Ontario Field Offices

Southern Ontario, with the northern administrative boundary of the French-Mattawa rivers, is headed by an assistant deputy minister responsible for the delivery of all ministry programs in southern Ontario. There are four regional offices and 21 district offices in southern Ontario.

General Classes or Types of Records

Contain information on the development, organization, administration and operation of programs in southern Ontario including the Niagara Escarpment and aviation and fire management in some regions.

Aquatic Weed Control
Canada-Ontario Rideau-Trent-Severn (CORTS)
Canoe Routes
Capital Development and Maintenance
Commercial Fish Buy-Outs
Conservation Officers' Weekly Activity Reports
Crown Land Survey Plans (opinions, field notes, microfilm)
Dams - Operation and Maintenance
District Cutting Licences and Forest Management Unit Records Financial Audits of Conservation Authorities
Illegal Occupations of Crown land
Map Project (artwork, airphoto, negative film)

- Mill Licence Reports
- Municipal Drains, Subdivisions
- Niagara Escarpment Plan
- Ontario Land Inventory Maps
- Remote-Sensing Technology
- Resource Status Reports (predator control, game harvest, wild rice, etc.)
- Road Construction, Maintenance, Bridges
- Satellite Imagery (computer tape, microfiche)
- Southern Ontario Guidelines for Work Program Planning
- Southern Ontario Regional Issues
- Strategic Fisheries Plans (regions and districts)
- Tenders, Agreements, Service Contracts (parks)
- Transportation of Dangerous Goods
- Tree Nursery Station Records (stock, container seed, chemical research, operations)

Manuals

Field offices have adapted ministry manuals to reflect their specific requirements.

Northern Ontario, with the southern administrative boundary of the French-Mattawa rivers, is headed by an assistant deputy minister responsible for the delivery of all ministry programs in northern Ontario. There are four regional offices, 26 district offices and the Aviation and Fire Management Centre in northern Ontario.

General Classes or Types of Records

Contain information on the ministry's programs and responsibilities in northern Ontario and on the Aviation and Fire Management Centre which sets policy, operates and maintains a fleet of aircraft, and coordinates provincial fire management and related telecommunications systems.

- Agreements for Aviation and Fire Control (federal, resource sharing, interagency, interprovincial, district)
- Air Transport, Airbases
- Aircraft and Water Bombers (acquisition, disposal, operation, etc.)
- Canadian Armed Forces Search and Rescue
- Canoe Routes
- Capital Development and Maintenance
- Chemical Fire Retardants
- China Project
- Commercial Aircraft Companies
- Communications Towers, Satellites, Licences
- Cottage Lot Program
- Crown Land Camping
- Dams - Operation and Maintenance, Generating Stations
- District Cutting Licences and Forest Management Unit Records
- Federal-Provincial Agreement for the Protection of Reserve Lands
- Fire Decision Support System (detection, prevention, control operations)
- Fire Emergency Service (service centres, training)
- Fire Environment and Weather
- Fire Review Data (statistics, forest values)
- Flight Reports, Requests for Flying
- Law Enforcement (fire investigations)
- Lightning Locator Network
- Local Roads Boards, Cottagers Associations
- Mill Licence Reports
- Prescribed Burning
- Provincial Fire Centre Operations Plan
- Quetico Foundation
- Railway Crossings
- Remote Sensing
- Road Construction, Maintenance, Bridges
- Solid Waste Disposal
- Strategic Fisheries Management Plans
- Tenders, Agreements, Concessions
- Tourism - Lake Inventory
- Tree Nursery Station Records (stock, seed, research and operations)
- Unauthorized Occupations of Crown land
- Work Permits

Manuals

The Aviation and Fire Management Centre provide staff with guidelines, technical assistance, standards and operating procedures related to fire detection, suppression, training and attack, prescribed burning, and the operation and maintenance of aircraft. Regional offices have adapted other ministry manuals to reflect their specific requirements.

Personal Information Banks

Contain information relating to the operation and administration of ministry programs and responsibilities in the southern and northern Ontario field offices, including their respective regional and district offices.

Accommodation or Hunting Services - Certificates

Location: Northwestern Regional Office. **Legal Authority:** O. Reg. 492/83. **Information Maintained:** Name and address of hunting service or tourist accommodation proprietors, name and address of non-resident bear or deer hunters or immediate resident relatives, bear- and deer-hunting reports. **Uses:** Analyse compliance with regulations; obtain non-resident bear- and deer-harvest information. **Users:** Regional wildlife specialist. **Individuals in Bank:** Proprietors of hunting services or tourist accommodations, non-resident bear and deer hunters. **Retention and Disposal:** Not determined.

Boat-Cache Decal Holders - Northwestern Region

Location: Northwestern Regional Office. **Legal Authority:** Public Lands Act, R.S.O. 1980, c.413, s.2. **Information Maintained:** Numbers, makes, models, sizes, registration numbers and locations of boats cached in the northwestern region, names and addresses of boat owners. **Uses:** Maintain inventory; control boats cached on Crown land. **Users:** Ministry lands, fisheries and timber staff. **Individuals in Banks:** Commercial operators, resource users, residents. **Retention and Disposal:** Not determined.

Forest Fire Personnel - Qualifications

Location: Fire Operations Headquarters. Also regional fire centres. **Legal Authority:** Ministry of Natural Resources Act, R.S.O. 1980, c.285. **Information Maintained:** Name, rank, qualifications. **Uses:** Select staff for firefighting operations. **Users:** Fire managers, district managers, regional directors, Fire Duty Officer. **Individuals in Bank:** Natural Resources staff. **Retention and Disposal:** Updated as changes occur, or every 12 months, then destroyed.

Junior Ranger Program

Location: District offices. **Legal Authority:** Ministry of Natural Resources Act, R.S.O. 1980, c.285. **Information Maintained:** Ratings of junior rangers, comments on ratings. **Uses:** Rate performance; provide information to potential employers. **Users:** District manager; prospective employers, including government ministries, with consent of the individual. **Individuals in Bank:** 17-year-olds accepted into the Junior Ranger Program. **Retention and Disposal:** Two years, then destroyed.

Lakes and Rivers Improvement Act - Submissions

Location: Many district offices and regional offices. **Legal Authority:** Lakes and Rivers Improvement Act, R.S.O. 1980, c.229, s.14(1). **Information Maintained:** Name, address, location of site, size and type of dam, application for location approval, application for approval of plans and specifications. **Uses:** Maintain records; provide basis for review and approval; maintain an inventory of dams. **Users:** Regional and district administrative and technical staff. **Individuals in Bank:** Applicants. **Retention and Disposal:** Not determined.

Land Rentals Accounts Receivable System (RARS)

Location: Financial Resources Branch and district offices. **Legal Authority:** Public Lands Act, R.S.O. 1980, c.413, s.2, s.14, s.15, s.39 and s.40; Provincial Parks Act, R.S.O. 1980, c.401, s.21(1)(f). **Information Maintained:** Individual's/company's name, address, Algonquin and Rondeau Park leases, easements, Crown and miscellaneous leases, summer resort leases and licences of occupation, account and lease numbers, property descriptions, annual rents and locations. **Uses:** Bill for and collect revenue from Crown land leases and licences; maintain records of all transactions. **Users:** Staff of Land and Waters Group, Public Lands Section, regional and district offices. Public has access to select information. **Individuals in Bank:** Companies, individuals renting Crown land. **Retention and Disposal:** Three years, then destroyed.

Petroleum Resources Data System (PRDS)

Location: Petroleum Resources Section, Southwestern Regional Office. **Legal Authority:** Petroleum Resources Act, R.S.O. 1980, c.377. **Information Maintained:** Names and addresses of licensed oil and gas operators. **Uses:** Obtain technical information for statistical purposes, reports, etc. **Users:** Ministry staff, associated governments, oil and gas industry. **Individuals in Bank:** Oil and gas producers and explorers, machine operators, land-owners and lessees. **Retention and Disposal:** Not determined.

Pits and Quarries Licensees

Location: Most district offices in Southern Ontario. **Legal Authority:** Aggregate Resources Act, R.S.O. 1989, c.23, s.7(1) and s.34(1). **Information Maintained:** Name, address, location of property, security on deposit for rehabilitation. **Uses:** Aggregate production on a yearly basis; determine amount spent on rehabilitation each year. **Users:** Administrative staff, and pits and quarries inspectors and supervisors. **Individuals in Bank:** Licencees. **Retention and Disposal:** Not determined.

Site Plan Replacement Schedule

Location: Most district offices in Southern Ontario. **Legal Authority:** Aggregate Resources Act, R.S.O. 1989, c.23, s.69(5). **Information Maintained:** Name, address, location of property, date site plan is to be replaced. **Uses:** Establish deadline for licencees to submit new plans. All former licencees under the Pits and Quarries Control Act, who reapplied for a licence under the Aggregate Resources Act, must submit new site plans within four years. **Users:** Administrative staff, pits and quarries inspectors and supervisors. **Individuals in Bank:** Licencees. **Retention and Disposal:** Not determined.

Trapline and Trapping Records

Location: District offices. **Legal Authority:** Game and Fish Act, R.S.O. 1980, c.182. **Information Maintained:** Trapper's name, history of traplines, harvest records, conduct. **Uses:** Administer regional trapping program; manage fur resources; decide on licence renewal, etc. **Users:** Program specialists, administrative staff, trappers. **Individuals in Bank:** Licenced trappers, fur dealers, applicants for new licences and transfers, fur sealers. **Retention and Disposal:** Some for five years, then destroyed, some in perpetuity.

Tree Distribution System - Program Applicants

Location: Some forest stations, tree nurseries. **Legal Authority:** Forestry Act, R.S.O. 1980, c.175, s.8.2. **Information Maintained:** Name, address, description of property to be planted, nursery stock required and shipped, order number. **Uses:** Invoicing, stock control, shipping reports. **Users:** Nursery administrative and technical staff. **Individuals in Bank:** Applicants. **Retention and Disposal:** Five years, then transferred to archives.

Affiliated Agencies

Crown Timber Board of Examiners

The board has three members and sets written and practical examinations in wood measurement to determine eligibility of and recommend candidates for scaler's licences.

General Classes or Types of Records

Contain information relating to the activities of the board.

Administration and Minutes of Board Meetings
Recommendations to the Minister

Personal Information Banks

Contain information on applicants for scaler's licences.

Scaler's Licences - Applications

Location: Timber Sales Branch. **Legal Authority:** Crown Timber Act, R.S.O. 1980, c.109, s.34(1). **Information Maintained:** Name, address, telephone number, supervisor's recommendation. **Uses:** Determine eligibility for Scaler's Licence Course. **Users:** Board members. **Individuals in Bank:** Applicants. **Retention and Disposal:** Not determined.

Game and Fish Hearing Board

The board hears appeals concerning commercial trapping, fishing, and bait-fish licences and makes recommendations to the minister on whether or not a licence should be issued.

General Classes or Types of Records

Contain information relating to the activities of the board.

Appeals, Hearing Procedures
Reports to the Minister

Personal Information Banks

None

Lake of the Woods Control Board

The board has four members, one representing Canada, one representing Manitoba, and two representing Ontario. Responsible for regulating the levels of the Lake of the Woods and Lac Seul and the flows of the Winnipeg and English rivers from the lake outlets to their confluence, and for the control of the diversion of water from Lake St. Joseph to Lac Seul under specified conditions.

General Classes or Types of Records

Contain information relating to the activities of the board.

Basin Management Studies
Board By-Laws, Policies, Procedures
Correspondence - Board and Basin Affairs
Flow and Level Records

Personal Information Banks

None

Ontario Fisheries Advisory Council

As a citizen's advisory body to the minister, the council makes recommendations on and monitors expenditures of revenues from resident sport-fishing licences.

General Classes or Types of Records

Contain information relating to the activities of the council.

Administration and Minutes of Council Meetings
Reports to the Minister
Submissions from the Public

Personal Information Banks

None

Ontario Forestry Council

The council recommends to the Minister of Natural Resources appropriate objectives, priorities and funding for forestry research in Ontario. Its ten members are chosen from universities and the private and public sectors.

General Classes or Types of Records

Contain information relating to the activities of the council.

Minutes (associated background documents and reports)

Personal Information Banks

None

Ontario Geographic Names Board

The board investigates the background of geographic names and recommends names to be used on maps subject to the approval of the Minister of Natural Resources.

General Classes or Types of Records

Contain information relating to the activities of the board.

Compilation of Official and Non-Official Names of Topographic Features and Places
Names Submitted and Approved

Personal Information Banks

None

Ontario Renewable Resources Research Review Board

The board has a chairman and 11 members who are chosen from universities, government and private industry. Responsible for recommending and reviewing financing for renewable-resource research at Ontario universities and comparable institutions.

General Classes or Types of Records

Contain information on the activities of the board.

Board Member Review Comments
Consultation with External Reviewers
Funding Applications
Research Projects - Final Reports

Personal Information Banks

Contain information on applicants to grant programs.

Ontario Renewable Resources Research Grant Program (ORRRGP) - Applications

Location: Financial Resources Branch. **Legal Authority:** Ministry of Natural Resources Act, R.S.O. 1980, c.285. **Information Maintained:** Name, address, telephone number, Social Insurance Number, nationality, professional record. **Uses:** Award grants. **Users:** Board members and selected external reviewers. **Individuals in Bank:** Applicants. **Retention and Disposal:** Not determined.

Ottawa River Regulation Planning Board

The board has seven members and was established under the terms of a Canada-Ontario-Quebec Agreement. Responsible for the preparation and continuing review of policies, guidelines and criteria for the integrated management of the principal reservoirs of the Ottawa River Basin in order to reduce flood damages along the river, its tributaries and in the Montreal area. Also responsible for the operation and coordination of inflow forecasting, flow routing and optimization models that will reduce flood damage while having the least possible impact on users of the basin.

General Classes or Types of Records

Contain information relating to the activities of the board.

Basin Management Studies
Correspondence - Board and Basin Affairs
Level and Flow Records

Personal Information Banks

None

Provincial Parks Council

As a citizens' advisory committee, the council reports to the minister on matters assigned to it concerning policy, planning, development and management of the provincial parks system.

General Classes or Types of Records

Contain information on the activities of the council.

Assignments - Background Material
Reports to the Minister
Submissions from the Public

Personal Information Banks

None

Rabies Advisory Committee

This committee, established in 1979, advises the minister on the development of suitable vaccines against rabies and an effective system for vaccinating wild animals. The six members are chosen from the academic community, and the fields of biology, health and agriculture. The secretary is a public servant with the Ministry of Natural Resources.

General Classes or Types of Records

Contain information relating to the activities of the commitee.

Correspondence (contractors and others)
Proposals for Rabies Research and Progress Reports
Publications on Rabies
Reports to the Minister, Cabinet Submissions
Trials of Rabies Vaccine in Baits

Personal Information Banks

None

Shoreline Management Advisory Council

The council, which has nine members, solicits public opinion about shoreline management, serves as a source of general information and assists in an advisory capacity to make recommendations to the Minister of Natural Resources on issues relating to shoreline management.

General Classes or Types of Records

Contain information relating to the activities of the council.

Administration and Minutes of Council Meetings
Annual Report to the Minister
Submissions from the Public
Reports to the Minister

Personal Information Banks

None

Sturgeon River, Lake Nipissing, French River Watershed Management Advisory Board

The board has nine members, residents of the watershed area, who advise to minister on watershed management and public education about the watershed.

General Classes or Types of Records

Contain information on the activities of the board.

Engineering Reports

Personal Information Banks

None

Temagami Advisory Council

The council, consisting of nine members, provides advice on matters related to land use and the management of natural resources in the Temagami District.

General Classes or Types of Records

Contain information relating to the activities of the council.

Administrative Documents
Minutes of Council Meetings
Reports to Ministers
Correspondence and Briefs From the Public

Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

Employment Application Inventory

Public Records

Contain information relating to leasing and licences of occupation for public and mining lands.

Crown Leases - Public and Mining Lands

Purpose: Record ownership and lease conditions of land. **Legal Authority:** Public Lands Act, R.S.O. 1980, c.413, s.2, s.15, s.39 and s.40; Mining Act, R.S.O. 1980, c.268. **Information Maintained:** Name, address, amount of rent, property description. **Retrievability:** Property description. **Retention and Disposal:** Perpetuity. **Access Procedures:** Supervisor, Titles Section, Ministry of Natural Resources, Whitney Block, 99 Wellesley Street West, Toronto, M7A 1W3, telephone: (416) 965-1319. Regional and district Lands Offices. Refer to the Government of Ontario Telephone Directory for addresses. Also the Land Registry Office, Ministry of Consumer and Commercial Relations. Refer to the blue pages of the telephone directory for addresses.

Licences of Occupation - Public Lands and Mining Lands

Purpose: Record ownership and licence conditions. **Legal Authority:** Public Lands Act, R.S.O. 1980, c.413, s.2 and s.19; Mining Act, R.S.O. 1980, c.268. **Information Maintained:** Name, address, amount of rent, property description. **Retrievability:** Property description. **Retention and Disposal:** Perpetuity. **Access Procedures:** Supervisor, Titles Section, Ministry of Natural Resources, Whitney Block, 99 Wellesley Street West, Toronto, M7A 1W3, telephone: (416) 965-1319.

Access

Freedom of Information and Privacy Coordinator
Corporate Policy Secretariat
Ministry of Natural Resources
Room 6440, Whitney Block
99 Wellesley Street West
Toronto, Ontario
M7A 1W3
Telephone: (416) 965-6371

A public reading room for the review of manuals and other information is open during regular office hours on the fourth floor of the Whitney Block at 99 Wellesley Street West, Toronto, telephone: (416) 965-6319. Publications, maps and licences are available in the Public Information Centre on the main floor at this location. A public reading room is also located at each regional office. Refer to the Government of Ontario Telephone Directory for addresses.

Niagara College of Applied Arts and Technology

Head

Chairman, Board of Governors
Niagara College of Applied Arts and Technology
P.O. Box 1005
Woodlawn Road
Welland, Ontario
L3B 5S2
Telephone: (416) 735-2211

Mandate

The mission of Niagara College is to provide a learning environment which is dedicated to satisfying the educational and skills development needs of the adult population both within and beyond the Niagara Region. Niagara College meets these needs through the provision of post-secondary, adult training and continuing education programs; targeted counselling and placement services; contract training; and specialized employer consulting services.

Organization

Niagara College is governed by a Board of Governors. The President, as the college's Chief Executive Officer, is responsible for the day-to-day operations of the college. Reporting directly to the President are the Vice-President, Academic; Vice-President, Administration; Executive Dean responsible for special projects; and the Director, Planning, Research and Development. The college operates from thirteen campuses/centres in the Niagara Region and offers courses in 200 different locations. Administrative headquarters are located in Welland.

Divisions

Board of Governors

The college is governed by a Board of Governors comprised of 12 appointed external members, four elected internal members, the President (ex-officio), and an Executive Secretary to the board. The board is responsible for corporate management and direction.

General Classes or Types of Records

Contain information relating to the development of policy and procedures, program evaluations, and the general direction of the college.

Bylaws
Minutes of the Board and Standing Committees

Manuals

Issued to governors and advisory committee members to provide information on policies and administrative procedures.

College Policy and Procedure
Governor's Handbook
Guidelines for Advisory Committee Members

Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

Board of Governors Membership

Office of the President

The President is responsible for the overall administration of Niagara College. The Vice-President, Academic; Vice-President, Student and Administration Operations; the Director, Planning, Research and Development; and the Manager, Freedom of Information and Privacy report directly to the President.

General Classes or Types of Records

Contain information on the corporate management of the college as described in Chapter II of this directory. Also contain information on the college's program review function.

Annual Numbered Memoranda
Freedom of Information Files
Minutes - Management Committees
Program Approval Records
Program Review Reports

Manuals

Issued to staff to provide information on policies and administrative procedures.

Annual Report to Minister
Collective Agreements
College Policy and Procedures Manual
Freedom of Information Manuals

Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

Freedom of Information and Protection of Privacy Act Requests

Also contain information on the membership of the Advisory Committee.

Advisory Committee Membership

Location: Office of the President, directors' offices. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272, s.5; R.R.O. 1980, Reg. 640. **Information Maintained:** Name, address, home and business telephone numbers, occupation, education, public or professional organization experience, biographical information. **Uses:** Determine eligibility to serve on Advisory Committee; maintain record of committee members for contact and communications, fundraising and social activities. **Users:** Board of Governors, President's office staff, academic and program staff. **Individuals in Bank:** Advisory Committee members. **Retention and Disposal:** Not determined.

Office of the Vice-President, Student and Administration Operations

The Vice-President, Student and Administration Operations, is responsible for the financial management and a variety of support services within the college. Reporting directly to the Vice- President are the Directors of Management Information Services, Financial Services, Marketing and Community Relations, Human Resources, Property and Plant Services, Student Services and Registration Services. The division functions include the management of financial matters including budget, audit, revenue, payroll, college and student insurance; and the provision of support services including purchasing, receiving, inventory control, bookstore, computer services for academic and administrative staff and students, print materials of the college including all marketing information, student enrolment, records and registration functions, learning resource centres, telephone system, property and plant concerns, parking records, media services, financial aid and awards for students, athletics, health services, counselling, job placement, cooperative education placements, education and employment equity, pay equity and human resource management.

General Classes or Types of Records

Contain general administrative records as described in Chapter II of this directory, as well as operational records common to community colleges relating to the enrolment and registration of students, the provision of students services listed above and the management of human resource services.

Professional Development Records

Manuals

Contain personnel policies and procedures and guidelines on employee benefits.

Benefit Guide
Employment Equity Manual
Hiring Practice Handbook
Hiring Procedures
Pay Equity Manual
Support Staff Classifications

Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

Co-op, Work Term, Final Job Placements
Employee Personnel, Payroll and Benefits Records
Graduate and Alumni Records
Grievances and Applications
Health and Medical Records
Job Competitions and Applications
Library Users Lists
Ombudsman/Human Rights Commission
Ontario Student Assistance Program
Parking Records
Scholarships and Awards
Student Appeals (disciplinary, administrative, academic)
Student Applications
Student Athletics and Fitness Programs
Student Counselling
Student Registration and Academic History
Travel/Expense Accounts
Vocational Testing and Counselling
Workers' Compensation

Office of the Vice-President, Academic

The Vice-President, Academic is responsible for the development and delivery of full-time and part-time academic programs and courses in the areas of Applied Arts, Applied Science and Technology, Business and Health Sciences. Major program areas are communications, creative arts, human services, social sciences and general studies, chemical, computer, electrical, horticultural, manufacturing, mechanical, construction, apprenticeship and skilled trades training, applied management, tourism and hospitality, office administration, mathematics, specialized business program, nursing, applied health and preschool education. Also reporting to this office is the Director of Client Services who is responsible for contract services for the community as well as for administering government-sponsored programs such as Ontario Skills, Ontario Skills Development Office, FUTURES, Ontario Basic Skills, Trades Updating and Technician/Technologist Update; and the Director of Continuing Education who is responsible for credit and non-credit vocational and general interest part-time courses.

General Classes or Types of Records

Contain operational records common to community college as described in Chapter II of this directory, relating to the development and delivery of academic programs and the operation of government-sponsored programs.

Child Care Direct Operating Grants Data

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Day Care Registrants
FUTURES Program Applicants and Participants
Health and Medical Records (dental clinic)
Ontario Basic Skills Program Trainees
Ontario Training Incentive Program Trainees
Teacher Workload Records (Standard Workload Form)
Tests, Examinations and Assessments

Office of Director, Planning, Research and Development

The Director, Planning, Research and Development, is responsible to the President for the strategic planning process of the college, the development of new revenue-generating initiatives and international education.

General Classes or Types of Records

Contain operational records common to community colleges as described in Chapter II of this directory, relating to the college direction, program development and new ventures.

Labour Market Studies
Operational Review
Research and Development Project Files

Personal Information Banks

None

Access

Freedom of Information and Privacy Manager
President's Office
Niagara College of Applied Arts and Technology
P.O. Box 1005
Woodlawn Road
Welland, Ontario
L3B 5S2
Telephone: (416) 735-2211

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A public reading room for the review of manuals and other information is open during regular office hours at Woodlawn Road, Welland.

Niagara Parks Commission

Head

Chairman of the Niagara Parks Commission
2nd Floor, Oak Hall
7400 Portage Road South
P.O. Box 150
Niagara Falls, Ontario
L2E 6T2
Telephone: (416) 356-2241

Mandate

To preserve the natural integrity of Queen Victoria Park, the Niagara Parkway and other lands under its jurisdiction through restoration, preservation and beautification activities for the enjoyment of millions of yearly park visitors from all over the world, while simultaneously maintaining financial self- sufficiency.

Organization

The commission's head office is in Niagara Falls. The commission is organized into nine departments. Programs are administered and the public is served directly by the head office as well as by retail stores, food and beverage facilities, various attractions, campgrounds, historic sites, and golf courses, located throughout the areas under the commission's jurisdiction.

Divisions

General Manager

The general manager acts as secretary to the commission and is responsible for the overall operation of the Niagara Parks Commission which includes these departments: Administration; Accounting; Attractions; Engineering; Food Services; Horticulture; Public Relations and Advertising; and Retail Operations. Provides staff support to the chairman who reports to the Minister of Tourism and Recreation.

General Classes or Types of Records

Contain information on general administration, internal reports and information requests and inquiries from the general public, liaison with local municipalities and Ontario Government ministries.

Advertising
Annual Report
Applications for Privileges
Capital Works Projects and Major Maintenance
Commission Meetings (agendas, minutes, correspondence)
Concession and Rental Agreements and Correspondence
Development Within and Adjacent to Commission Lands
Drummond Hill Cemetery Records
Grants in Lieu of Taxes
Group Tour Files
Horticultural Practices and Procedures
Local Municipalities, Bylaws, Zoning
Niagara Falls Illumination Board
Niagara Parks Commission Concessions (internal reports and statistics)
Occupational Health and Safety (inspection reports, training)
Parking and Traffic
Police Files (permits, investigations, occurrences)
Properties Files (acquisitions, deeds, surveys, easements)
School of Horticulture Files
Special Events (tours, band concerts, film productions)
Water Rental (Ontario Hydro and Canadian Niagara Power Co.)

Manuals

Instructional in nature and supplied to appropriate police staff to outline correct procedures and areas of responsibility.

Police Officer's Handbook
Seasonal Officer's Handbook

Personal Information Banks

Primarily personnel-related and used for general administrative purposes. Include all employee records and files, with information pertaining to recruitment, salary, classification, labour relations and employee relations, appraisals, programs and activities. Also contain School of Horticulture student records concerning academic achievement.

Attendance Records

Location: Payroll Office. **Legal Authority:** Niagara Parks Act, R.S.O. 1980, c.317; as amended, S.O. 1983, c.38, s.4(1). **Information Maintained:** Name, records of work attendance. **Uses:** Record absences; provide attendance statistics. **Users:** Managers, human resources and finance staff. **Individuals in Bank:** Commission employees. **Retention and Disposal:** One year, then stored with inactive files in head office vault.

Employment Application Inventory

Location: Human Resources Office. **Legal Authority:** Niagara Parks Act, R.S.O. 1980, c.317; as amended, S.O. 1983, c.38, s.4(1). **Information Maintained:** Applications, name, address, resumes. **Uses:** Identify candidates for job competitions. **Users:** Managers, human resources staff. **Individuals in Bank:** Job applicants. **Retention and Disposal:** One year, then destroyed.

Job Competitions

Location: Human Resources Office. **Legal Authority:** Niagara Parks Act, R.S.O. 1980, c.317; as amended, S.O. 1983, c.38, s.4(1). **Information Maintained:** Applications, name, address, resumes. **Uses:** Document hiring process; provide statistical data. **Users:** Managers, human resources staff. **Individuals in Bank:** Job applicants. **Retention and Disposal:** One year, then filed with inactive records in head office vault.

Occupational Health and Safety/Workers' Compensation Files

Location: Safety Office. **Legal Authority:** Niagara Parks Act, R.S.O. 1980, c.317; as amended, S.O. 1983, c.38, s.4(1); Workers' Compensation Act, s.20, 21, 121; Occupational Health and Safety Act, s.25, 26. **Information Maintained:** Name, address, telephone number, Social Insurance Number, details of injury/accident. **Uses:** Process claims under Workers' Compensation Act. **Users:** Workers' Compensation Board, safety and human resources staff. **Individuals in Bank:** Commission employees. **Retention and Disposal:** 10 years, then filed with inactive records in head office vault.

Payroll Records

Location: Payroll Office. **Legal Authority:** Niagara Parks Act, R.S.O. 1980, c.317: as amended, S.O. 1983, c.38, s.4(1). **Information Maintained:** Name, address, date of birth, work history, other basic employee data. **Uses:** Issue pay cheques; prepare statistical reports (e.g., T-4s). **Users:** Managers, human resources and finance staff. **Individuals in Bank:** Commission employees. **Retention and Disposal:** Upon termination stored with inactive files in head office vault.

Personnel Files

Location: Human Resources Office. **Legal Authority:** Niagara Parks Act, R.S.O. 1980, c.317; as amended, S.O. 1983, c.38, s.4(1). **Information Maintained:** Name, address, date of birth, work history, other basic employee data. **Uses:** Maintain personnel records; administer human resources program. **Users:** Managers, human resources and finance staff. **Individuals in Bank:** Commission employees. **Retention and Disposal:** Upon termination stored with inactive files in head office vault.

School of Horticulture Student Records

Location: School of Horticulture Building. **Legal Authority:** Niagara Parks Act, R.S.O. 1980, c.317; as amended, S.O. 1983, c.38, s.4(1). **Information Maintained:** Name, Social Insurance Number, medical information, academic history, work history, progress reports re practical and academic classwork, examination results, scholarships and awards. **Uses:** Record level of academic success in the program; determine graduation status. **Users:** Commission management, School of Horticulture staff. **Individuals in Bank:** Students of the School of Horticulture. **Retention and Disposal:** Three-year student term, then stored with inactive records.

Access

Freedom of Information and Privacy Coordinator
The Niagara Parks Commission
P.O. Box 150
Niagara Falls, Ontario
L2E 6T2
Telephone: (416) 356-2241

A public reading room for the review of manuals and other information is open during regular office hours at Oak Hall, 7400 Portage Road South, Niagara Falls.

Collège Northern College of Applied Arts and Technology

Head

Chairman, Board of Governors
Collège Northern College of Applied Arts and Technology
P.O. Box 2002
South Porcupine, Ontario
P0N 1H0
Telephone: (705) 235-3211

Mandate

Collège Northern College provides practical, career-oriented education for post-secondary and adult students from the Districts of Cochrane and Temiskaming as well as other areas of Ontario.

Organization

Collège Northern College is governed by a 17-member Board of Governors which includes four non-voting members from faculty, support staff, student and administration groups and the President as ex-officio member. The college comprises the following divisions. Finance and Administration; Human Resources; Student Services; Special Programs; and Programs. The Programs Division serves the following fields: Mining and Instrumentation; Health Sciences; General Arts; Applied Arts; Business; Mechanical Welding and Skills; and Applied Technology which includes computers, electronics, and electrical and civil technology. Under the Programs Division, there is also the Bureau of Program and Staff Development and the Computer-Aided Division. There are five major sites in Moosonee, Kapuskasing, Timmins, Kirkland Lake and Haileybury, with several smaller educational centres throughout the area. Administrative headquarters are located in Timmins.

Divisions

Board of Governors

The Board of Governors is appointed by the Council of Regents and establishes college goals and policies and oversees college operations. The board has three standing committees: Executive; Finance, Administration and Properties; and Staff/Student/Academic Affairs. The college auditor and the James Bay Education Centre Advisory Board report directly to the Board of Governors.

General Classes or Types of Records

Contain information relating to the development of policy, the establishment of goals and objectives, and the general direction of college operations. Also contain information relating to the James Bay Education Centre Advisory Board.

Board of Governors Bylaws
Board of Governors and Standing Committee Minutes
James Bay Education Centre Advisory Board Minutes

Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

Board of Governors Membership

President's Office

Appointed by and responsible to the Board of Governors, the President is Chief Executive Officer responsible for managing the business affairs of the college. The Director of French Services and the Director of Native Services report directly to the President.

General Classes or Types of Records

Contain information on the management of the college.

Manuals

Issued to staff on policies approved by the Board of Governors and on administrative procedures for the college.

Board of Governors Policy Manuals
College Administrative Procedures

Personal Information Banks

None

Programs Division

The division provides educational programs to full-time students in the fields of Business, Health Sciences, Technology, and Applied Arts. It also administers the Porcupine, Kirkland Lake, and Kapuskasing sites as well as the Haileybury School of Mines and the James Bay Education Centre.

General Classes or Types of Records

Contain operational records common to community colleges as described in Chapter II of this directory, relating to the development and delivery of academic programs.

Professional Development Records

Manuals

Issued to students and containing information on policies, rules, regulations and guidelines for educational programs.

Student Handbook

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Co-op, Work Term, Final Job Placements

Student Services

The Executive Dean of Student Services administers student admissions and enrolment, student affairs and counselling, and marketing of the college's programs. The division also manages the student record information system for the college.

General Classes or Types of Records

Contain operational records common to community colleges as described in Chapter II of this directory, relating to the enrollment and registration of students and the provision of student services.

Manuals

Issued to students and containing information on student services and academic policies and procedures.

Student Services Handbook

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Graduate and Alumni Records
Health and Medical Records (students only)
Ontario Student Assistance Program
Scholarships and Awards
Student Appeals (disciplinary, administrative, academic)
Student Applications
Student Athletics and Fitness Programs
Student Counselling
Student Registration and Academic History
Tests, Examinations and Assessments

Finance, Administration and Physical Plant

The division is responsible for the management of the college's physical plant and ancillary operations (bookstore, student and staff residences) and for finance and administrative support services.

General Classes or Types of Records

Contain general administration records as described in Chapter II of this directory as well as information relating to the operation of Kirkland Lake Campus Student Residence and the James Bay Education Centre's Faculty Housing.

Personal Information Banks

None

Human Resources

The division provides personnel and human resource management services for the college.

General Classes or Types of Records

Contain general administration and operational records as described in Chapter II of this directory, relating to human resource management. Also contain special reports on specific aspects of the college's human resource planning.

Special Reports on Early Retirement and Manpower Planning

Manuals

Issued to division staff relating to personnel and human resources practices.

Human Resources Procedures
Personnel Manual

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Employee Personnel, Payroll and Benefits Records
Freedom of Information and Protection of Privacy Act Request
Health and Medical Records (employees only)
Grievances and Applications
Job Competitions and Applications
Ombudsman/Human Rights Commission
Workers' Compensation

Special Programs

The division is responsible for the negotiation and administration of all federal government direct and indirect seat purchase programs, continuing education, Ontario government-sponsored programs such as FUTURES, Ontario Basic Skills and the Ontario Skills Development Office, the Ontario Skills Incentive Fund, all Community Services programs, special projects, and the Computer/Management Centre.

General Classes or Types of Records

Contain operational records common to community colleges as described in Chapter II of this directory, relating to government relations and the administration of government-sponsored programs.

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Day Care Registrants
FUTURES Program Applicants and Participants
Ontario Basic Skills Program Trainees
Ontario Training Incentive Program Trainees

Also contain information about community services and Computer/Management Centre clients.

Community Services Program Clients

Location: Special Programs Division. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272. **Information Maintained:** Name, address, telephone number. **Uses:** Placement of clients. **Users:** Special Programs Division staff. **Individuals in Bank:** Clients participating in the program. **Retention and Disposal:** One year, then destroyed.

Computer/Management Centre Clients

Location: Special Programs Division. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272. **Information Maintained:** Name, address, telephone number of company, name of trainee and/or name, address, telephone number, sex of trainee. **Uses:** Administer and operate Computer/Management Centre. **Users:** Special Programs Division staff. **Individuals in Bank:** Individuals trained in computer and management courses through the centre. **Retention and Disposal:** Permanent.

Access

Freedom of Information and Privacy Coordinator
Collège Northern College of Applied Arts and Technology
P.O. Box 2002
South Porcupine, Ontario
P0N 1H0
Telephone: (705) 235-3211

A public reading room for the review of manuals and other information is open during regular business hours at the South Porcupine site.

Ministry of Northern Development and Mines

Head

Minister of Mines
Minister of Northern Development
10th Floor, 10 Wellesley Street East
Toronto, Ontario
M4Y 1G2
Telephone: (416) 965-3707

Mandate

The ministry's mandate is to stimulate economic and social development in northern Ontario, coordinate the policies and programs of other ministries to ensure that the special needs of northerners are addressed by the government, and encourage and regulate the orderly development and use of the province's mineral resources.

Organization

The ministry is organized into three divisions and 17 branches. The head office is in Sudbury, although a small staff group is located in Toronto. There is a network of four regional offices and 45 field offices throughout northern Ontario. Plans are currently underway to relocate the Ontario Geological Survey from Toronto to Sudbury.

Divisions

Mines and Minerals Division

The division develops and administers mineral resources policies; maintains statistics on mineral economics; administers the Mining Act and the Ontario Mineral Exploration Act; undertakes geological, geophysical, and geochemical surveys, mineral deposit studies, and geochronology studies; develops new exploration techniques; compiles exploration reports, drill-hole logs, mineral deposit data, and rock chemical databases; and maintains a mines library. The division comprises: Mineral Development and Lands Branch; Ontario Geological Survey; two Mineral Development Branches (Northeastern and Northwestern regions); Land Management Branch; and Southern Ontario Group.

General Classes or Types of Records

Contain information on mines and minerals policies and programs.

Assessment Documents
Environmental Records
Geoscience Laboratory Analyses
Geoscience Reports and Maps
Land Roll Files
Market Analyses
Mineral Commodities
Mines and Minerals Policies and Options
Mining Claim Record Sheets
Project Proposals
Research Studies
Resource-Base Studies
Statistical Reports
Task Force Reports

Manuals

Issued to ministry staff and available to the public to provide guidelines on administrative procedures and operational policy.

Geoscience Laboratories Manual
Guide to Authors
Guide to Leaders of Field Parties
Guide to Legislation Affecting Mining in Ontario
Review Geologists' Guide

Personal Information Banks

Contain information required for the development of mines and minerals policies, registration, and delivery of ministry programs and services.

Assays and Analyses - Results and Requests

Location: Ontario Geological Survey. **Legal Authority:** Mining Act, R.S.O. 1980, c.268, s.63. **Information Maintained:** Individual's/company's name, address, telephone number, results of assays and analyses, claim numbers, prospector's licence numbers. **Uses:** Determine chemical and petrologic composition of minerals; compile a data bank for policy, planning and statistics. **Users:** Ontario Geological Survey and Mineral Development Branch staff. **Individuals in Bank:** Individuals/companies seeking results of assays and analyses. **Retention and Disposal:** 50 years, then destroyed.

Census of Mines, Quarries and Sand Pits

Location: Mineral Statistics Section. **Legal Authority:** Mining Act, R.S.O. 1980, c.268, s.4. **Information Maintained:** Individual's/corporation's name, address. **Uses:** Determine economic and statistical information. **Users:** Federal and provincial mining and minerals staff. **Individuals in Bank:** Individuals operating in the mining industry. **Retention and Disposal:** Five years, then destroyed.

Refinery Licence Records

Location: Mineral Statistics Section. **Legal Authority:** Mining Act, R.S.O. 1980, c.268, s.166. **Information Maintained:** Individual's/corporation's name, address. **Uses:** Maintain record of applications for refinery licences. **Users:** Mineral statistics staff. **Individuals in Bank:** Refinery licence holders. **Retention and Disposal:** Five years, then destroyed.

Request Files

Location: Ontario Geological Survey and Mines and Minerals field offices. **Legal Authority:** Mining Act, R.S.O. 1980, c.268, s.4. **Information Maintained:** Individual's/company's name, address, telephone number. **Uses:** Respond to client enquiries. **Users:** Ontario Geological Survey staff. **Individuals in Bank:** Individuals/companies seeking specific information about mines and minerals activities. **Retention and Disposal:** Until the client needs are met, then destroyed.

Research and Exploration Technology Grants - Applicants

Location: Ontario Geological Survey. **Legal Authority:** Mining Act, R.S.O. 1980, c.268, s.4. **Information Maintained:** Name, address, telephone number, research proposals. **Uses:** Determine eligibility for grant programs. **Users:** Grants administrator, grants committee and accounting staff. **Individuals in Bank:** Applicants. **Retention and Disposal:** Not determined.

Reserves/Resources from Private Companies and/or Individuals

Location: Ontario Geological Survey and field offices. **Legal Authority:** Mining Act, R.S.O. 1980, c.268, s.4 and s.11. **Information Maintained:** Individual's/company's name, address, telephone number, ore reserves and future plans. **Uses:** Provincial planning for mining and minerals. **Users:** Ontario Geological Survey staff. **Individuals in Bank:** Individuals/companies with ore reserves. **Retention and Disposal:** Not determined.

Northern Development and Transportation Division

The Northern Development and Transportation Division is responsible for policy and program development for northern Ontario. It also sets the priorities and funding for the Highway Construction Program and the Remote Airports Program in northern Ontario and provides rail, bus, ferry, air and telecommunications services to northern Ontario through the Ontario Northland Transportation Commission (ONTC). The division is divided into the Northeastern and Northwestern Regional Offices and the Policy and Program Development Branch. Twenty-eight Northern Development Officers provide program delivery and information services for northern Ontario.

General Classes or Types of Records

Contain information on policy, planning and procedures for all programs and economic and social activities delivered by the ministry. Also contain general information on federal and provincial programs.

- Commission Reports
- Committee Reports
- Policy and Planning
- Program Files
- Project Files
- Public Surveys
- Research Reports
- Task Force Reports

Manuals

Issued to ministry staff and Local Services Boards to provide guidelines and interpretations for the Local Services Board legislation.

- Local Services Board Accounting Manual
- Local Services Board Operations Manual

Personal Information Banks

Contain information required for the registration of clients and delivery of ministry programs and services.

Client Enquiry and Program Files

Location: Interministerial and Customer Services and field offices. **Legal Authority:** Ministry of Northern Affairs Act, R.S.O. 1980, c.286, s.8. **Information Maintained:** Client's name, address, telephone number, driver's licence, vehicle licence, medical information, OHIP and old age security numbers, Social Insurance Number, annual income, marital or family status, age, place of birth, parents' names, employment records, business complaints, education. **Uses:** Determine eligibility for federal and provincial programs; facilitate the completion of applications for programs and services. **Users:** Ministry administrative staff. **Individuals in Bank:** Individuals/corporations applying for or enquiring about ministry and agency programs and services. **Retention and Disposal:** Not determined.

Ministry Program Files

Location: Policy and Program Development Branch, Northwestern Regional Office, Northeastern Regional Office, and Northern Affairs offices. **Legal Authority:** Ministry of Northern Affairs Act, R.S.O. 1980, c.286, s.8. **Information Maintained:** Name, address, telephone number, company ownership, proposed corporate initiatives. **Uses:** Determine eligibility for ministry programs. **Users:** Regional branch staff, ministry accounting staff. **Individuals in Bank:** Individuals/companies applying for ministry programs. **Retention and Disposal:** Seven years, then destroyed.

Corporate Services Division

The division is responsible for external communications, customer services, financial management, corporate policy and planning, records management, library services, legal services, employee counselling and training, purchasing, mail services, office services, and administration. The division comprises: Communications Services Branch; Corporate Policy and Planning Branch; Financial Services Branch; Legal Services; Human Resources Branch; Relocation Project; Information Technology and Office Services; and Audit Services.

General Classes or Types of Records

Contain general administrative records as described in the introduction to this directory. Also contain information on financial, policy and planning matters, personnel policies, communications materials, and government programs.

- Planning Files
- Program Files
- Project Records
- Public Surveys
- Staff Research Reports
- Statistical Reports

Manuals

Issued to head office and branch staff to provide guidelines on administrative and operational policy and procedures.

- Administrative Services
- Financial Procedures
- Human Resources

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

- Career Planning/Training
- Central Attendance Recording System (CARS)

Employment Application Inventory
Employment Equity Program
Freedom of Information and Protection of Privacy Act Requests
General Employment History and Payroll Information
Grievance and Applications
Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)
Job Competitions
Litigation Files
Medical Information (Personnel)
Ombudsman/Human Rights Commission
Parking Records
Performance Management
Travel/Expense Accounts
Workers' Compensation (maintained by the Ministry of Natural Resources and the Ministry of Transportation)

Also contain information on medical test results.

Medical Surveillance Records

Location: Occupational Health and Safety Section. **Legal Authority:** Occupational Health and Safety Act, R.S.O. 1980, c.321, s.15. **Information Maintained:** Name, Social Insurance Number, test results. **Uses:** Workers' Compensation Board claims. **Users:** Occupational Health and Safety Section staff, on-site manager, Workers' Compensation Board staff, Health and Safety Committees. **Individuals in Bank:** Ontario public servants, Crown employees. **Retention and Disposal:** Not determined.

Affiliated Agencies

Northern Development Councils

These councils provide advice on regional economic and social matters concerning Northern Ontario.

General Classes or Types of Records

Contain information on general administrative matters, correspondence, minutes of meetings, financial, policy and planning matters and issues.

Personal Information Banks

None

Northern Ontario Heritage Fund Corporation

The corporation provides advice to the government, carries out studies and provides financial assistance for the enhancement and diversification of the northern Ontario economy.

General Classes or Types of Records

Contain information on general administrative matters, correspondence, minutes of meetings and financial and economic issues.

Personal Information Banks

Contain information required to assess eligibility for financing under various programs.

New Technology Program Requests

Location: NOHFC head office. **Legal Authority:** Northern Ontario Heritage Fund Act, S.O. 1988, c. . **Information Maintained:** Name, address, telephone number, age, financial information relating to the project. **Uses:** Evaluate project. **Users:** Staff of the Northern Ontario Development Corporation and the Northern Ontario Heritage Fund. **Individuals in Bank:** Individuals applying to the program. **Retention and Disposal:** Seven years after the completion of the financing program, then destroyed.

NORFund Program Requests

Location: NOHFC head office. **Legal Authority:** Northern Ontario Heritage Fund Act, S.O. 1988, c.337. **Information Maintained:** Name, address, telephone number, age, financial information relating to the project. **Uses:** Evaluate project. **Users:** Staff of the ministries of Northern Development and Mines, Natural Resources, Tourism and Recreation, the Northern Ontario Development Corporation and the Northern Ontario Heritage Fund. **Individuals in Bank:** Individuals applying to the program. **Retention and Disposal:** Seven years, then destroyed.

Single-Industry Towns Program Requests

Location: NOHFC head office. **Legal Authority:** Northern Ontario Heritage Fund Act, S.O. 1988, c. . **Information Maintained:** Name, address, telephone number, age, financial information relating to the project. **Uses:** Evaluate project. **Users:** Staff of the Northern Ontario Development Corporation and the Northern Ontario Heritage Fund. **Individuals in Bank:** Individuals applying to the program. **Retention and Disposal:** Seven years after the completion of the financing program, then destroyed.

Special Projects Program Requests

Location: NOHFC head office. **Legal Authority:** Northern Ontario Heritage Fund Act, S.O. 1988, c. . **Information Maintained:** Name, address, telephone number, age, financial information relating to the project. **Uses:** Evaluate project. **Users:** Staff of the Northern Ontario Development Corporation and the Northern Ontario Heritage Fund. **Individuals in Bank:** Individuals applying to the program. **Retention and Disposal:** Seven years after the completion of financing program, then destroyed.

Public Records

Contain mining claims and prospector's licences.

Claim Tags - Sales

Purpose: Maintain a record of claim tags sold to individuals; verify correspondence of claim numbers to prospector's licences. **Legal Authority:** Mining Act, R.S.O. 1980, c.268, s.55. **Information Maintained:** Individual's/company's name, prospector's licence number. **Retrievability:** Name, prospector's licence number. **Retention and Disposal:** Perpetuity. **Access Procedures:** Requests made in person, in writing or by telephone to the nine Mining Recorder Offices listed in the blue pages of the public telephone directory.

Claims Index

Purpose: Monitor and maintain a record of mining claims in good standing. **Legal Authority:** Mining Act, R.S.O. 1980, c.268, s.7. **Information Maintained:** Individual's/company's name, prospector's licence number. **Retrievability:** Name, claim number. **Retention and Disposal:** Perpetuity. **Access Procedures:** Requests made in person, in writing or by telephone to the nine Mining Recorder Offices listed in the blue pages of the public telephone directory.

Prospectors' Licences

Purpose: Maintain a record of the status of prospectors' licences. **Legal Authority:** Mining Act, R.S.O. 1980, c.268, s.19, s.22, s.23 and s.24. **Information Maintained:** Individual's/company's name, address, prospector's licence number. **Retrievability:** Name. **Retention and Disposal:** Perpetuity. **Access Procedures:** Requests made in person, in writing or by telephone to the nine Mining Recorder Offices listed in the blue pages of the public telephone directory.

Access

Freedom of Information and Privacy Coordinator
Ministry of Northern Development and Mines
159 Cedar Street,
Sudbury, Ontario
P3E 6A5
Telephone: (705) 670-7297

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Two public reading rooms for the review of manuals and other information are open during regular office hours in the Mines Library on the eighth floor at 77 Grenville Street, Toronto, and on the third floor at 159 Cedar Street, Sudbury.

Ontario Food Terminal Board

Head

Chairman of the Board
Ontario Food Terminal Board
165 The Queensway
Etobicoke, Ontario
M8Y 1H8
Telephone: (416) 259-5479

Mandate

The responsibilities of the board are to: acquire, construct and operate a wholesale fruit and produce market in the County of York known as the Ontario Food Terminal; acquire and operate facilities for the transportation and handling of fruit and produce for the purposes of the terminal; and perform such acts as may be necessary or expedient to carry out its operations and undertakings.

Organization

The board consists of seven members appointed by the Lieutenant Governor in Council. The board is given the responsibility of carrying out all regulations laid down under the act. The terminal is a self-sustaining public utility covering its operating expenses through fees and rentals. The board is organized with one Administration Department where all tenant files and cold storage records are maintained.

General Classes or Types of Records

Contain general administrative information.

Rentals and Fees
Requests for Space
Tenant Files

Personal Information Banks

The following common personal information banks as described in the introduction to this directory are maintained.

Central Attendance Records System (CARS)
Employment Application Inventory
General Employment History and Payroll Information
Integrated Payroll, Personnel and Employee Benefit System (IPPEBS)
Travel/Expense Accounts
Workers' Compensation

Access

Freedom of Information and Privacy Coordinator
Ontario Food Terminal Board
165 The Queensway
Etobicoke, Ontario
M8Y 1H8
Telephone: (416) 259-5479

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A public reading room for the review of manuals and other information is open during regular office hours at 165 The Queensway, Etobicoke.

Ontario Hydro

Head

Chairman of the Board
700 University Avenue
Toronto, Ontario
M5G 1X6
Telephone: (416) 592-2736

Mandate

Ontario Hydro operates under the authority of the Power Corporation Act. The corporate goal is to meet the requirements of the Ontario community for electric service, including the manner of its provision, so as to result in the greatest overall benefit to the community and in the lowest cost to the customer for that service over the long term.

Organization

The business and affairs of Ontario Hydro are directed and controlled by a Board of Directors. The corporation is organized into an executive office, nine branches and 41 divisions including six regions. Within the six regions there are 45 area offices. Note that the primary organizational unit at Ontario Hydro is the branch rather than the division.

Divisions

Board of Directors and Executive

The Board of Directors controls and directs the business and affairs of Ontario Hydro and provides direction to the Chairman and President. The function of the Executive is to manage the corporation in conformance with direction from the Board of Directors and the chairman on its behalf.

General Classes or Types of Records

Contain proceedings of the Board of Directors and its committees, minutes of executive and senior management committee meetings, and executive office correspondence.

Memoranda for Executive Approval
Memoranda to the Commission/Board of Directors
Minutes of Meetings (Commission/Board of Directors, committees to the board, executive and senior management committees)

Manuals

Ontario Hydro's management system is documented in a series of manuals constituting the comprehensive, authorized reference for the manner in which Ontario Hydro is organized and operated. These manuals are issued to managers throughout the corporation to assist them in carrying out their functions.

Organization Manual
Organizational Authority Register
The Organization and Operation of Ontario Hydro (OOOH)

Personal Information Banks

The following common personal information banks as described in the introduction to this directory are maintained.

Freedom of Information and Protection of Privacy Act Requests
Ombudsman/Human Rights Commission (as it relates to the Ombudsman)

Also contain information supporting Ontario Hydro's legal rights and contractual obligations. Common employee information banks are described under Human Resources Branch.

Executed Legal Documents

Location: Office of the Secretary. **Legal Authority:** Power Corporation Act, R.S.O. 1980, c.384, s.56. **Information Maintained:** Name and address of employee/individual involved in legal transaction, personal financial information, details of property transactions or personal contracts. **Uses:** Maintain a record of all executed property transactions and personal contracts involving Ontario Hydro. **Users:** Solicitors, Real Estate and Security Division staff, New Business Ventures Division staff, Design and Development Division-Transmission Department staff, authorized branch administrative staff, internal auditors. **Individuals in Bank:** Employees involved in personal contracts (e.g., retirement agreements, foreign assignments, patents and royalties) with Ontario Hydro; individuals involved in property transactions (e.g., sales, purchases, leases and permits). **Retention and Disposal:** From six years plus current then destroyed, to permanent.

Audit Division

This division provides reasonable assurance to the Board of Directors and Management of Ontario Hydro concerning the economy, efficiency and effectiveness of the corporation's operations and systems of internal control, with a view to action being taken for improvements where warranted.

General Classes or Types of Records

Contain information resulting from audits of Ontario Hydro's operations.

Manuals

Issued to Audit Division staff to provide detailed guidance on the planning and conducting of audits.

Financial and Computer Audit Policies and Procedures
Operational Audit Handbook

Personal Information Banks

Common employee information banks are described under Human Resources Branch.

Law Division

The Law Division is responsible for ensuring that Ontario Hydro's rights are identified and protected; that operations are conducted in compliance with legal requirements; and that Ontario Hydro is provided with legal advice and services conducive to effective operation.

General Classes or Types of Records

Contain legal information supporting the corporation's powers, rights and duties, the conduct of its business, and its relationship to others.

Arbitration Records
Bonds, Notes and Debentures Files (working papers)
Claims Correspondence
Labour Relations Files (working papers)
Litigation Records
Municipal Pension Files
Patent, Trademark and Copyright Files
Pension Plan and Investments
Property (working papers)

Personal Information Banks

Common employee information banks are described under Human Resources Branch.

Corporate Planning Branch

This branch helps to shape Ontario Hydro's future by meeting requirements for a Corporate Business Plan; for integrated predictions, strategies, programs and Bulk Electricity System plans; for physical research and development; for non-utility generation and for environmental advocacy, coordination and integration.

General Classes or Types of Records

Contain forecasts, strategies, plans and programs supporting corporate planning, system planning, non-utility generation and environmental coordination, and provide information about physical research, testing and development.

Bulk Electricity System Policy and Strategy
Capital Construction Program Records
Corporate Business Planning and Budget Programming
Corporate Strategy and Results
Economic Forecasting and Analysis
Environmental Coordination Records
Interconnection Records (including buy-and-sell contracts)
Load Forecasting Files and Reports
Non-Utility Generation Records (including NUG contracts)
Operations Research
Power System Studies
Regional Supply Planning Records (Bulk Electricity System)
Research Contracts (government and non-government)
Research Reports and Abstracts (chemical, civil, electrical, mechanical, metallurgical, environmental, and operations research)
Research Special Projects
Research Testing and Inspection Reports
Resource Prediction and Planning Records (Bulk Electricity System)
System Planning Studies
Transmission Planning Records (Bulk Electricity System)

Manuals

Issued to staff members to provide guidance in planning the Bulk Electricity System and to managers to supervise and monitor such activity.

Branch Management and Administration
Capital Construction Program and Procedures
Capital Construction Program Work Schedule and Indexes
Corporate Business Planning Guidelines

Personal Information Banks

Common employee information banks are described under Human Resources Branch.

Corporate Relations Branch

Corporate Relations Branch contributes to the Ontario community's and employees' understanding and acceptance of Ontario Hydro's policies, plans and activities. The branch ensures that other units are aware of, and sensitive to, public concerns and that these factors are considered in Hydro's decision making.

General Classes or Types of Records

Contain information provided to employees and the public to keep them informed about Hydro's policies, plans and activities. Also contain documents designed to keep Hydro informed of and sensitive to the concerns of the public.

Advertising Records
Analyses of Government Plans and Activities Affecting Hydro
Community Impact (agreements management, program and policy development, studies and surveys)
Corporate Communications Plans and Programs
Corporate Relations Objectives, Strategy and Performance Records
Employee Communications Plans and Programs
Employee Publications (bulletins, media activity reports, videotapes and transcripts of internal news broadcasts)
Enquiry Information
Generation, Transmission and Distributions Systems Brochures and Publications
Minutes of Hydro/Government Meetings
News Releases on Announcements and Significant Events
Public Attitude Research Studies
Public Consultation Program
Public Hearings and Government Committee Transcripts, Exhibits and Associated Records

Manuals

Provide staff with policies, goals, objectives and procedures for corporate relations.

Branch Management and Administration

Personal Information Banks

Contain information on senior level employees which is used for internal and external communications. Common employee information banks are described under Human Resources Branch.

Senior Executive Biographies

Location: Corporate Relations Branch. **Legal Authority:** Power Corporation Act, R.S.O. 1980, c.384, s.56. **Information Maintained:** Name, date of birth, place of birth, education, work experience, starting date, military service, hobbies and special interests, clubs and associations, family. **Uses:** Provide biographical information for speaking engagements, and to the media; communicate information to employees in various internal publications. **Users:** Branch communications staff, external organizations and the media.

Individuals in Bank: Ontario Hydro employees from Director to the board level. **Retention and Disposal:** Ten years after termination of employment, then transferred to archives.

Design and Construction Branch

This branch plans and implements additions, major modifications, rehabilitations and terminations to the Bulk Electricity System and associated facilities, including all related technical and construction services, in a safe, timely and economic manner with regard for the environment and required levels of facility performance.

General Classes or Types of Records

Contain information relating to the site selection, design, engineering, procurement, construction, and commissioning of generating, transmission and related facilities.

Commissioning Records
Community Impact Studies and Correspondence
Computer Simulation (nuclear station facilities)
Construction Deficiency Reports
Construction Permits and Approved Drawings
Construction Progress Photographs
Contract Purchase Files (including tendering documents)
Crossing Files (correspondence and prints)
Design Correspondence (generating stations, heavy water plants, transmission lines, transformer stations, telecommunications, and rehabilitation projects)
Design Reports, Studies, Notes and Change Documentation
Engineering Cost Reports, Evaluations and Consultants Records
Environmental Assessments and Impact Studies
Fusion Engineering Materials Program Correspondence and Reports
Geotechnical Records and Reports
Hydraulic Survey Data (including water elevations, flows and discharges)
Licensing Documentation (nuclear stations)
Lines and Stations Construction (methods studies and engineering notes)
Maps, Drawings and Associated Registers
Nuclear Safety Analysis Records and Reports
Nuclear Verification, Qualification and Testing
Plant Performance Records (all stations)
Pressure Vessel Test Records
Quality Assurance Audits (nuclear stations)
Quality Engineering Records
Radioactive Waste Management Design
Reliability and Maintainability Standards, Specifications and Reports
Route and Site Design
Safety Reports
Scheduling Documents (coordinating and control schedules)
Specifications (technical, design, performance and standard)
Structural and Stress Analysis
Survey and Mapping
Water Diversion Records (international and interprovincial)

Manuals

Contain policies, directives, standards, operational guidelines and quality engineering requirements for all phases of design and construction.

Branch Management and Administration
Construction Practices
Design (nuclear stations)
Design and Construction Requirements
Design Standards, Specifications and Practices
Generation Policies and Procedures
Nuclear Construction Requirements
Procurement Procedures
Project Planning and Scheduling System
Quality Assurance (nuclear)
Quality Control Procedures
Quality Engineering
Reliability and Maintainability
Safety
Transmission Policies, Procedures and Directives

Personal Information Banks

Common employee information banks are described under Human Resources Branch.

Energy Management Branch

The goal of Energy Management Branch is to optimize consumer value in their use of electricity.

General Classes or Types of Records

Contain information on programs, rate policies and structures, and the sale of Ontario Hydro's products, services and technologies to external markets.

Advice and Service to Customers (municipal, direct and rural subtransmission customers)
Contracts, Agreements and Rights Acquired
International Projects and Marketing Records
Marketing Training Records
Rate Policies, Principles and Rate Structures
Regulatory Records (regulatory functions assigned by statute excluding electrical inspection)
Utilization of Electricity Files, Reports and Surveys

Manuals

Provide staff with guidelines, technical information and standards to assist them in providing advice to customers, and performing various regulatory functions assigned by statute.

Branch Management and Administration
Energy Utilization

Personal Information Banks

Contain information supporting Energy Management Branch financial incentive programs for Ontario Hydro customers. Also contain information relating to the identification of candidates for international assignments. Common employee information banks are described under Human Resources Branch.

Financial Incentives Tracking System (FITS)

Location: Program Management Division. **Legal Authority:** Power Corporation Act, R.S.O. 1980, c.384, s.56. **Information Maintained:** Customer's name, address, telephone number, employee name, incentive paid, equipment installed/modified, marketing program information. **Uses:** Prevent duplication of payments to customers; produce accounting records and management reports (results by program). **Users:** Financial Services staff. **Individuals in Bank:** Customers, Customer Energy Services field advisors, area marketing representatives. **Retention and Disposal:** From three to seven years depending on the length of the incentive program, then transferred to archives.

International Projects - Questionnaires and Resumes

Location: New Business Ventures Division. **Legal Authority:** Power Corporation Act, R.S.O. 1980, c.384, s.56. **Information Maintained:** Name, employee number, position title, salary, years of service, education, employment history including international employment experience, areas of expertise, languages spoken, citizenship. **Uses:** Identify, select and place individuals qualified to participate in international projects. **Users:** New Business Ventures Division administrative staff, project administrators, senior business development engineers, internal and external auditors. **Individuals in Bank:** Active and retired Ontario Hydro employees, agency consultants. **Retention and Disposal:** Not determined.

Finance Branch

The Finance Branch is responsible for the effective financial management of all resources. It provides financial information on the results of the activities of Hydro and its trust funds; ensures compliance with relevant statutory, legal, and contractual obligations; provides centralized accounting services; and supports the corporation in meeting its obligations as trustee of the pension and insurance fund.

General Classes or Types of Records

Contain information relating to financial management, accounting, administration and control, including policies and procedures in support of the corporate accounting, comptrollership, treasury, pension trustee administration functions.

Accounting Policy Files
Asset Accounting Studies and Reports
Billing and Collection Records
Bond Issues
Bonds and Notes Payable
Cash and Banking Records
Corporate Agreements Accounting
Cost of Power Allocation
Debt Management Records
Employee Benefits Valuation and Cost Data
External Audit Files
Financial Claims
Financial Forecasts, Projections and Statements
Fixed Assets and Depreciation Records
Foreign Exchange
General and Subsidiary Ledgers
Investment Records (including pension and insurance fund)
Investor Relations Records
Risk Management Records
Statistical Information Files for External Institutions
Taxation Records

Manuals

Issued to staff members to provide policies and detailed guidance in performing accounting, administration, comptrollership and treasury functions, and to managers and supervisors for monitoring such activities.

Accounting Services Procedures
Accounts Register
Branch Management and Administration
Corporate and Divisional Accounting Procedures
Corporate Bonds Accounting System
Corporate Budget Procedures
Corporate Financial Evaluation
Corporate Financial Policies
Pay and Personnel Systems User's Manual
Power Costing Handbook

Personal Information Banks

Contain information used to administer the payroll system, financial transaction information pertaining to bond and noteholders, information for claims administration, and information about individuals owing money to Ontario Hydro. Common employee information banks are described under Human Resources Branch.

Canadian Short-Term Notes System

Location: Treasury Division. **Legal Authority:** Power Corporation Act, R.S.O. 1980, c.384, s.56. **Information Maintained:** Name of registered note holder, name of investment dealer, details of transaction including value of holdings, issue and maturity dates, price, interest and cost of note. **Uses:** Settle interest and principal payments to note holders; produce required income tax statements. **Users:** Treasury and accounting staff, internal and external auditors. **Individuals in Bank:** Short-term note holders. **Retention and Disposal:** Notes held to maturity; support documentation held for ten years after sale, then destroyed.

Claims Administration System (includes rural and motor vehicle claims)

Location: Treasury Division. **Legal Authority:** Power Corporation Act, R.S.O. 1980, c.384, s.56. **Information Maintained:** Name and address of claimant, damages, amount of claim, employee name, injured or third party name, motor vehicle details. **Uses:** Administer claims; produce statistics. **Users:** Treasury Division staff. **Individuals in Bank:** Rural customers, individuals involved in motor vehicle accidents with Ontario Hydro staff, employee involved in motor vehicle accidents. **Retention and Disposal:** From two to six years plus current, then destroyed.

Corporate Bond Management System

Location: Treasury Division. **Legal Authority:** Power Corporation Act, R.S.O. 1980, c.384, s.56. **Information Maintained:** Name and address of bond holder, resident/non- resident status, details of transaction including value of holdings, due date and interest. **Uses:** Produce interest cheques and income tax statements for bond holders. **Users:** Treasury Division staff, internal and external auditors.

Individuals in Bank: Bond holders. **Retention and Disposal:** Length of bond issue, then destroyed.

Miscellaneous Receivables (excluding electrical consumption)

Location: Comptroller's Division, Kipling Complex and/or regional offices. **Legal Authority:** Power Corporation Act, R.S.O. 1980, c.384, s.56. **Information Maintained:** Name, address, bill payment history. **Uses:** Bill, collect and control monies owed to Ontario Hydro for any reason other than the consumption of electrical energy. **Users:** Accounting staff, internal and external auditors. **Individuals in Bank:** Individuals owing money to Ontario Hydro for goods, services, rentals, mortgages or any reason other than the consumption of electricity. **Retention and Disposal:** From two to six years plus current, then destroyed.

Ontario Hydro Liability Claims Against Third Parties (including pole claims)

Location: Treasury Division. **Legal Authority:** Power Corporation Act, R.S.O. 1980, c.384, s.56. **Information Maintained:** Name and address of third party, tortfeasor, loss costs. **Uses:** Collect amounts owing to Ontario Hydro on pole claims. **Users:** Treasury Division staff. **Individuals in Bank:** Third party tortfeasors. **Retention and Disposal;** Two years plus current then destroyed.

Time Reporting and Pay Records

Location: Comptroller's Division and Time Reporting and Pay Control Centres. **Legal Authority:** Power Corporation Act, R.S.O. 1980, c.384, s.56. **Information Maintained:** Employee's name, address, employee and payroll numbers, income and earnings, statutory and other deductions, tax information, pension and insurance information, entitlement data (e.g., vacation and benefits), time reporting and pay documents. **Uses:** Pay Ontario Hydro employees and pensioners; facilitate payments on their behalf to Revenue Canada, unions, trusts and benefit plans. **Users:** Payroll staff, internal and external auditors, authorized branch administrative staff. Select information is released to Revenue Canada, Workers' Compensation Board and Unemployment Insurance Commission. **Individuals in Bank:** Ontario Hydro employees and pensioners. **Retention and Disposal:** From one year plus current then destroyed, to permanent.

Human Resources Branch

This branch provides Ontario Hydro with leadership and services to maintain human resources capable of accomplishing the corporate program in a work environment conducive to high levels of productivity and job satisfaction and in a manner consistent with the corporation's social responsibility.

General Classes or Types of Records

Contain information on health and safety and on the selection, placement, treatment, compensation, training and development of Ontario Hydro employees.

Affirmative Action Program Records
Compensation Surveys and Reports
Construction Labour Relations Files (including accreditation, grievances, negotiations and agreements)
Construction Trade Benefits Files
Contractors Files
Employee Accident Statistics
Employee Benefits Program Records
Health and Safety Program Records
Human Resources Information Systems
Human Rights Statistics and Reports
Industrial Hygiene Records
Industrial Labour Relations Files (including advice and negotiations)
Job Rating Challenge Case Files
Joint Society-Management Committee
Labour Relations Bargaining Surveys
Labour Requirements Files and Summary Cards
Management Function Employees Files (including grievances)
Management Staff Relations Files (including certification, accreditation, redresses, negotiations and agreements)
Master Wage and Salary Schedules
Morbidity and Mortality Statistics
Municipal Utility Negotiations and Agreements
Pension and Insurance Administration Files
Radiation Dose Control Program Records
Radiation Safety Documentation
Retirement Board of Review
Safety Studies, Statistics and Reports
Salary Administration Reports
Society Negotiations and Agreements
Union Jurisdiction Files
Work Stoppage Files

Manuals

Contain personnel policies and procedures and safety regulations which have been approved for uniform application throughout the corporation.

Benefits Guide
Branch Management and Administration
Corporate Safety Rules
Handbook for the Handling, Storage and Transportation of Explosives
Job Evaluation
Personnel Policies and Procedures
Radiation Protection Regulations

Personal Information Banks

The following common personal information bank as described in the introduction to this directory is maintained.

Ombudsman/Human Rights Commission (as it relates to human rights)

The banks described below are common to employees in all branches of the corporation and contain information relating to: job selection and placement; staff planning and development; training; employee health and safety; labour relations; and benefits administration. Any additional unique banks are listed under the appropriate branch.

Employee Benefits Information

Location: Human Resources Branch. **Legal Authority:** Power Corporation Act, R.S.O. 1980, c.384, s.56. **Information Maintained:** Name, employee and payroll numbers, date of birth, hire date, sex, marital status, address, Social Insurance Number, union affiliation, details of financial assistance transactions and subsidy payments, benefits information, sick-leave usage, rehabilitation history. **Uses:** Administer employee benefit plans including disability, sick leave, insurance, pension transfer- out, financial and housing assistance. **Users:** Compensation and benefits officers, Human Resources Branch administrative staff, corporate accounting staff, plan administrators, line managers, internal auditors. **Individuals in Bank:** Past and present Ontario Hydro employees. **Retention and Disposal:** From one to 60 years, then destroyed.

Employee Exposure Monitoring Information

Location: Health and Safety Division and designated health centres and laboratory facilities throughout the province. **Legal Authority:** Power Corporation Act, R.S.O. 1980, c.384, s.56. **Information Maintained:** Name, sex, date of birth, work location, employee number, Social Insurance Number, occupational history, record of exposure to hazardous agents, duration of exposure, test results and information. **Uses:** Monitor and assess exposure to occupational hazards for the protection and improvement of Ontario Hydro employee health. **Users:** Physicians, psychologist, nurses, epidemiologist, authorized Health and Safety Division staff, external medical consultant, internal auditors. **Individuals in Bank:** Past and present Ontario Hydro employees. **Retention and Disposal:** Permanent.

Employee Occupational Accident Information

Location: Health and Safety Division, safety offices in field locations, and branch personnel offices in head office and field locations. **Legal Authority:** Power Corporation Act, R.S.O. 1980, c.384, s.56. **Information Maintained:** Names of persons involved, employee number, work location, Social Insurance Number, case number, accident description and location, causal factors, accident exposure hours, corrective measures, police reports, accident investigation reports, photographs. **Uses:** Record and monitor Ontario Hydro motor vehicle/occupational accident experience; produce accident statistics. **Users:** Authorized Health and Safety Division staff, branch safety personnel, internal auditors. **Individuals in Bank:** Employees and other individuals involved in motor vehicle/occupational accidents. **Retention and Disposal:** Permanent.

Employment Disputes

Location: Human Resources Branch. **Legal Authority:** Power Corporation Act, R.S.O. 1980, c.384, s.56. **Information Maintained:** Name, employee number, employment history, salary information, job challenges and grievance forms and related correspondence, grievance meeting report, writ of summons, job performance information, solicitors' opinions, hearing notice, statement of settlement or withdrawal, arbitration award, advice of decision. **Uses:** Resolve and document employment disputes; establish legal precedents. **Users:** Labour relations officers, internal and external solicitors, salary services administrators and job evaluation analysts, line managers, Human Resources Branch administrative staff, internal auditors. **Individuals in Bank:** Employees involved in employment disputes. **Retention and Disposal:** From 20 to 50 years, then destroyed.

External Applications for Employment

Location: Human Resource Services Division and branch personnel offices. **Legal Authority:** Power Corporation Act, R.S.O. 1980, c.384, s.56. **Information Maintained:** Personal data contained on applications and resumes including name, Social Insurance Number, address, legal work status, education, employment history. **Uses:** Screen and select external applicants for job competitions. **Users:** Human Resources Branch staffing officers, branch human resources staff, line managers and supervisors. **Individuals in Bank:** External applicants seeking employment with Ontario Hydro. **Retention and Disposal:** One year after last reference, then destroyed.

Family Law Act Information (including awards and cases)

Location: Compensation and Benefits Division. **Legal Authority:** Power Corporation Act, R.S.O. 1980, c.384, s.56. **Information Maintained:** Name, employee and payroll numbers, sex, date of birth, marital status, established commencement date, salary date, date on pension and insurance plan, pension service date, pension contribution/calculation data, award (court order). **Uses:** Produce pension calculations regarding assignment from employee's pension contributions for purposes of income splitting as a result of divorce proceedings and any award by the court. **Users:** Compensation and Benefits staff, time reporting centre staff, employee, employee's legal counsel. **Individuals in Bank:** Present and past employees. **Retention and Disposal:** From ten years plus current year, then destroyed, to permanent.

Human Resources Demographic and Statistical Data

Location: Human Resources Branch. **Legal Authority:** Power Corporation Act, R.S.O. 1980, c.384, s.56. **Information Maintained:** Name, Social Insurance Number, date of birth, sex, marital status, work location, job classification, employee number, wage and benefits information, payment history, employment history, education, certification and/or licences, training information, employment equity information. **Uses:** Monitor staff levels and activity for reporting purposes; produce cost compensation statistics; provide a basis for corporate level planning. **Users:** Human Resources Branch administrative staff, organization analysis and job evaluation staff, corporate comptrollers, human resource specialists, internal auditors. **Individuals in Bank:** Past and present Ontario Hydro employees. **Retention and Disposal:** From one year then destroyed, to permanent.

Internal Job Competitions

Location: Human Resources Branch, branch personnel offices and/or line managers' offices. **Legal Authority:** Power Corporation Act, R.S.O. 1980, c.384, s.56. **Information Maintained:** Applications and supporting documents for advertised internal vacancies, requests for transfer, job application history, selection notices and indices, seniority listings, interview summaries and evaluations. **Uses:** Facilitate and document the internal job selection and transfer process. **Users:** Human Resources Branch administrative staff, line managers and supervisors, branch human resources officers. **Individuals in Bank:** Applicants for internal job vacancies and transfers. **Retention and Disposal:** From one year to term of employment, then destroyed.

Medical Information for Contractor Staff

Location: Health and Safety Division. **Legal Authority:** Power Corporation Act, R.S.O. 1980, c.384, s.56. **Information Maintained:** Name, Social Insurance Number, sex, date of birth, medical examination and test results. **Uses:** Assess the health of contractor staff for fitness for work at Ontario Hydro nuclear facilities. **Users:** Physicians, psychologist, nurses, authorized Health and Safety Division staff. **Individuals in Bank:** Some contractor staff. **Retention and Disposal:** Seven years, then destroyed.

Occupational Health and Employee Medical Information

Location: Health and Safety Division and designated health centres throughout the province. **Legal Authority:** Power Corporation Act, R.S.O. 1980, c.384, s.56. **Information Maintained:** Name, Social Insurance Number, sex, date of birth, mother's maiden name and country of birth, employee and payroll numbers, occupation, commencement and termination dates, medical and health data including medical diagnosis, occupational injury and disease information, work absence, physical fitness information, medical examination history and tests, clinical assessments, epidemiological information. **Uses:** Protect and improve the health of Ontario Hydro employees through monitoring, assessment and epidemiology studies. **Users:** Physicians, psychologist, nurses, epidemiologist, authorized Health and Safety Division staff, external medical consultant. **Individuals in Bank:** Past and present Ontario Hydro employees. **Retention and Disposal:** Permanent.

Pension Administration System

Location: Compensation and Benefits Division. **Legal Authority:** Power Corporation Act, R.S.O. 1980, c.384, s.56. **Information Maintained:** Name, pensioner number, address, Social Insurance Number, beneficiary information, pension history and pay data, health benefits information, employment history, correspondence with pensioners. **Uses:** Administer the corporate pension plan. **Users:** Pension plan administrators, Human Resources Branch comptroller's staff, pension fund trustees, internal and external auditors. **Individuals in Bank:** Ontario Hydro pensioners, beneficiaries and vested pensioners. **Retention and Disposal:** Six years plus current after all obligations satisfied, then destroyed.

Personnel Files and Associated Records

Location: Human Resources Branch, branch personnel offices, time reporting centres, and/or line managers' offices. **Legal Authority:** Power Corporation Act, R.S.O. 1980, c.384, s.56. **Information Maintained:** Name, employee and payroll numbers, Social Insurance Number, address, date of birth, sex, marital status, employment history, employment equity information, education, routine medical information, course information, performance appraisals, merit recommendations, job applications and offers, employment interview assessments, sick leave and vacation data, medical and security clearance data, discipline and recommendation letters, Workers' Compensation Board claims, correspondence relating to human rights claims, employee benefits information, base and pay rates. **Uses:** Record employee work history and performance; assess eligibility for promotions, transfers and courses; provide information for the pay system; administer agreements and negotiations with bargaining units; administer employee benefits plans. **Users:** Human Resources Branch administrative staff, branch Human Resources officers, staff in each personnel office and/or time reporting centre, line managers and supervisors, internal and external auditors, internal and external solicitors, accounting staff. Select information released to Unemployment Insurance Commission, Ontario Hydro Employees Union, Society of Ontario Hydro Professional and Administrative Employees, Workers' Compensation Board, Human Rights Commission and Employment Standards Commission. **Individuals in Bank:** Past and present Ontario Hydro employees. **Retention and Disposal:** From termination of employee plus 13 months then destroyed, to permanent.

Physiological Profiles - Fitness Program File

Location: Health and Safety Division. **Legal Authority:** Power Corporation Act, R.S.O. 1980, c.384, s.56. **Information Maintained:** Name, age, sex, physical fitness data. **Uses:** Provide statistical analysis of success of fitness program. **Users:** Fitness specialist, program administrator, authorized Health Services Department staff. **Individuals in Bank:** Ontario Hydro employees volunteering for fitness program. **Retention and Disposal:** Permanent.

Radiation Dose Information

Location: Health and Safety Division, and nuclear facilities. **Legal Authority:** Power Corporation Act, R.S.O. 1980, c.384, s.56. **Information Maintained:** Name, Social Insurance Number, date of birth, employee number, work location, commencement and termination dates, radiation exposure dose history, current exposure results, record of sample activity, dose information system number. **Uses:** Record, monitor and report occupational radiation dose exposure; provide statistics. **Users:** Atomic Energy Control Board of Canada, Health and Welfare Canada, health physicists and laboratory personnel, authorized administrative staff in Health and Safety Division, Nuclear Generation Division, Central Production Services Division, internal auditors. Select information released to employers of external contractor staff. **Individuals in Bank:** Past and present Ontario Hydro employees and external contractor staff who have worked at nuclear facilities. **Retention and Disposal:** Permanent.

Staff Planning and Assessment

Location: Human Resources Branch, branch personnel offices and/or line managers' offices. **Legal Authority:** Power Corporation Act, R.S.O. 1980, c.384, s.56. **Information Maintained:** Name, date of birth, employee number, location, job classification, education, training information, employment history, performance evaluations, physical and cognitive testing results, driver's licence information, employee development plans. **Uses:** Identify candidates for future vacancies, apprenticeships and training programs; assist in succession planning. **Users:** Senior management, line managers, human resources managers and officers, authorized branch administrative staff, internal auditors. **Individuals in Bank:** Past and present Ontario Hydro employees. **Retention and Disposal:** From one year plus current then destroyed, to permanent.

Training and Development

Location: Human Resources Branch and branch personnel offices. **Legal Authority:** Power Corporation Act, R.S.O. 1980, c.384, s.56. **Information Maintained:** Name, address, employee number, payroll number, sex, date of birth, position title, supervisor's name and position title, driver's licence number, test results, training certificates, training attendance record, course nomination, course information, financial assistance. **Uses:** Schedule, document and verify employee training, development and certification; produce statistics and reports on courses and training. **Users:** Training and development staff, line management, internal auditors, branch human resources staff, regional safety staff. **Individuals in Bank:** Employees nominated for training courses. **Retention and Disposal:** From one year then destroyed, to permanent.

Workers' Compensation Information

Location: Health and Safety Division. **Legal Authority:** Power Corporation Act, R.S.O. 1980, c.384, s.56. **Information Maintained:** Name, claim number, Social Insurance Number, date of birth, payroll number, record of absences, record of payment, Workers' Compensation Board correspondence, notification of maintaining supplementary grant/sick leave, maintaining summaries for claims. **Uses:** Administer the Workers' Compensation plan. **Users:** Health and Safety Division staff, Workers' Compensation Board, Compensation and Benefits Division staff, internal auditors. Select information released to Human Resources Branch comptroller's staff. **Individuals in Bank:** Employees who have had an occupational accident which has been reported to the Workers' Compensation Board. **Retention and Disposal:** Permanent.

Production Branch

Production Branch contributes to the corporate goal by effectively utilizing generating facilities and integrating the utilization of Bulk Electricity System facilities and other available resources to produce and supply electricity.

General Classes or Types of Records

Contain documentation relating to the production of electricity at nuclear, thermal and hydraulic generating facilities and the distribution of electricity throughout the Bulk Electricity System, including the interconnected systems.

Boiler and Pressure Vessel Inspection and Certification
Bulk Electricity System Data (including system opertion, limitation and reliability reports, system conditions, load and demand reports, and incidents of major importance)
Computer Simulation Records for Reactor Operation and Nuclear Plant Performance
Drawings and Construction Photographs (nuclear and thermal stations)
Environmental Monitoring Records (nuclear and thermal stations)
Fuel Inventory, Analysis and Consumption Records (nuclear and thermal stations)
Heavy Water Inventory and Utilization Data
Incidents of Major Importance (thermal stations)
Information Reports (nuclear stations)
In-Service and Commissioning Reports (nuclear and thermal stations)
Inspection, Maintenance and Reliability (nuclear and thermal stations)
Interconnection Data (including agreements, billings, import/export)
Licensing Documentation (nuclear stations)
Load Management Data
Materials and Equipment Certification, Analysis, Examination and Testing (history dockets)
Meteorological Data (monitoring and forecasting)
Operating and Production Records (nuclear and thermal stations)
Periodic Inspections (nuclear stations)
Plant Operating Logs (nuclear and thermal stations)
Plant Performance (nuclear and thermal stations)
Prescribed Substance Records (fuel and heavy water)
Quality Assurance Audits (nuclear facilities)
Radioactive Waste Records (transportation and storage)
Reactor Safety Analysis Data
Regulatory Bodies and Commissions Documentation
Safety Systems Test Records and Reports
Significant Event Reports (nuclear stations)
System Control Centre Operating Records
Training Simulator and Test Results
Tritium Management Summaries
Water Treaty Documentation (including water power leases and licences of occupation, diversion treaties and boards of control)
Weld Quality Control Records (nuclear and thermal stations)
Work Protection Documents (nuclear and thermal stations)

Manuals

Provide staff with policies, procedures and standards for operating, maintaining and integrating the Bulk Electricity System.

Branch Management and Administration
Commissioning
Hazardous Materials
Operating and Maintenance (equipment and facilities)
Outage System Descriptive Manuals
Plant and Station Instructions
Quality Assurance (nuclear)
Reliability
Safety
Standing Instructions for Operation of the Bulk Electricity System
Training

Personal Information Banks

Contain information used to facilitate staff planning, training and development in the Production Branch. Common employee information banks are described under Human Resources Branch.

Nuclear Employee Information and Training

Location: Nuclear Generation Division. **Legal Authority:** Power Corporation Act, R.S.O. 1980, c.384, s.56. **Information Maintained:** Name, employee number, hire date, date of birth, employment history, education, courses, nuclear training records including performance data. **Uses:** Monitor nuclear training programs. **Users:** Training staff in Nuclear Generation Division, internal auditors. **Individuals in Bank:** Employees in Nuclear Generation Division. **Retention and Disposal:** Four years, then destroyed.

Staff Reassignment Program

Location: Power System Operations Division. **Legal Authority:** Power Corporation Act, R.S.O. 1980, c.384, s.56. **Information Maintained:** Name, salary grade, years since graduation, work category, reassignment classification, time spent in division/department/position, previous experience, date of last change in work category, work category preferences, availability date. **Uses:** Promote career development;

meet divisional staffing requirements. **Users:** Business Administration Department staff, Power System Operations Division Management Committee, line managers, internal auditors. **Individuals in Bank:** Management and professional staff in Power System Operations Division. **Retention and Disposal:** Five years, then destroyed.

Thermal Employee Staff Information (THESIS)

Location: Thermal Training Department, Thermal Generation Division. **Legal Authority:** Power Corporation Act, R.S.O. 1980, c.384, s.56. **Information Maintained:** Name, employee number, hire date, date of birth, address, employment history, education, training record and performance data. **Uses:** Evaluate employees' performance and level of training; plan future training. **Users:** Training staff, internal auditors. **Individuals in Bank:** Thermal Generation Division employees. **Retention and Disposal:** Permanent.

Regions Branch

This branch strives to deliver electricity to the municipal utilities, people, businesses and industries of Ontario in a reliable, effective, efficient and environmentally sensitive manner so that the overall costs and benefits are shared fairly by all. The branch provides customers with specialized services and energy information programs that will permit them to make informed decisions about their electricity usage. The branch is also responsible for the operation and maintenance of the hydraulic generating stations.

General Classes or Types of Records

Contain information relating to the provision of electricity to customers and the commissioning, operation and maintenance of transmission and distribution delivery networks and hydraulic generation systems.

Accident Prevention Records
Advice and Service to Customers (municipal, direct industrial and retail subtransmission customers)
Communications (including radio, microwave and telephone)
Contracts, Agreements and Rights Acquired or Granted to Others
Customer Relations Training Records
Customer Service and Billing Files (municipal utilities, retail and direct industrial customers)
Design and Construction Photographs (hydraulic stations)
Electrical Inspection Reports and Files
Engineering, Operating and Maintenance Records (distribution lines and stations)
Equipment Technical Files and Drawings (hydraulic stations)
Field Marketing and Energy Utilization Records
Forestry and Environmental Records
Hardware, Tools and Equipment Files
Hydraulic Stations, Reservoirs and Control Structures Operational Procedures
Hydraulic Watershed Files and Reports (including aerial photographs, water levels, discharges, flows, river charts)
Inspection, Maintenance and Reliability (hydraulic stations, transmission lines and stations)
Operating and Production Records (hydraulic stations, transmission lines and stations)
Operation and Maintenance Records (remote and northern communities)
Power Contract Files (direct industrial, municipal and retail subtransmission customers)
Property Acquisition, Expropriation and Sales Records
Provision of Service to Customers Files
Rates and Service Classifications
Regional Disbursements
Regulatory Records (regulatory functions assigned by statute)
Security Reports and Files
Transport, Work and Service Equipment Records (including aircraft)

Manuals

Provide staff with guidelines, technical information and standards to assist them in providing service to customers, performing electrical inspections and operating the transmission, distribution and hydraulic generation systems.

Branch Management and Administration
Customer Service (municipal, retail and direct industrial)
Electrical Inspection
Fleet and Helicopters
Trades and Operating Manuals for Hydraulic Generation and Transmission Operations Division and Retail
Customer Division

Personal Information Banks

Contain information relating to individuals involved in customer relations, trades and technical training programs. The Customer Information and Billing System identifies individual customers and is used for billing and credit analysis regarding deposits. Common employee information banks are described under Human Resources Branch.

Customer Information and Billing System

Location: Retail Customer Division and local offices. **Legal Authority:** Power Corporation Act, R.S.O. 1980, c.384, s.56. **Information Maintained:** Customer name, address, telephone number, driver's licence number, billing history, deposits. **Uses:** Bill customers and assess credit regarding deposits. **Users:** Regions Branch administrative staff, internal and external auditors. **Individuals in Bank:** Retail customers (residential, farm, general, industrial, and street lighting). **Retention and Disposal:** Two years plus current to seven years after termination of contract, then destroyed.

Customer Relations Courses

Location: Training and Development-Branch Human Resources and Services Department. **Legal Authority:** Power Corporation Act, R.S.O. 1980, c.384, s.56. **Information Maintained:** Name, employee number, sex, location, job classification, course completion dates. **Uses:** Facilitate customer service training of Ontario Hydro and municipal utility staff. **Users:** Regional training staff, regional Customer Energy Services staff, Municipal Electrical Association, municipal utility staff, line managers and supervisors, internal auditors. **Individuals in Bank:** Ontario Hydro and municipal utility staff involved in customer service or customer contact functions. **Retention and Disposal:** Not determined.

Customer Service Trades Training

Location: Training and Development-Branch Human Resources and Services Department. **Legal Authority:** Power Corporation Act, R.S.O. 1980, c.384, s.56. **Information Maintained:** Name, employee number, sex, location, job classification, course completion dates, course performance evaluations. **Uses:** Facilitate customer service trades training in accordance with union contract regulations. **Users:** Regional training staff, regional customer service trades staff, Retail Service Department staff, line managers and supervisors, internal auditors. **Individuals in Bank:** Regional customer service trades staff. **Retention and Disposal:** Not determined.

Electrical Contractor Training

Location: Training and Development-Branch Human Resources and Services Department. **Legal Authority:** Power Corporation Act, R.S.O. 1980, c.384, s.56. **Information Maintained:** Name, work location (company), training completion dates. **Uses:** Facilitate training of electrical contractors. **Users:** Regional training staff, Ontario Electrical League, internal auditors. **Individuals in Bank:** Electrical contractors. **Retention and Disposal:** Not determined.

Journeyperson Powerline-Maintainer Register

Location: Training and Development-Branch Human Resources and Services Department. **Legal Authority:** Power Corporation Act, R.S.O. 1980, c.384, s.56. **Information Maintained:** Name, location, certificate number, journeyperson status documentation. **Uses:** Support classification of powerline maintainers within the line trade. **Users:** Regions Branch administrative staff, Municipal Electric Association, internal auditors. **Individuals in Bank:** Current and former powerline maintainers. **Retention and Disposal:** Not determined.

Trades and Technical Training

Location: Training and Development-Branch Human Resources Services Department. **Legal Authority:** Power Corporation Act, R.S.O. 1980, c.384, s.56. **Information Maintained:** Name, location, employee number, description of training, course training record, performance assessment. **Uses:** Facilitate trades and technical training. **Users:** Municipal utility managers, Regions Branch administrative staff, regional training staff, line managers and supervisors, internal auditors. Select information is released to the Ministry of Colleges and Universities. **Individuals in Bank:** Trades and technical employees of Ontario Hydro, municipal utilities and associated organizations. **Retention and Disposal:** 20 years plus current, then destroyed.

Supply and Services Branch

This branch is responsible for providing specified supplies and services including materie//al, fuel, information, real estate and security, to meet the needs of all units of Ontario Hydro.

General Classes or Types of Records

Contain information on corporate procurement of fuels and materials, acquisition and management of real estate, computer- based information management systems, and security of corporate facilities.

Construction and Publicity Photographs, Motion Pictures and Videotapes
Employee Housing Assistance Plan Records
Financial Assessments of Material Vendors
Fuels and Materials Specifications, Tenders, Purchase Orders, Contracts and Agreements
Information Systems Planning, Operation and Communication Records (including computer security evaluations)
Procurement Planning Studies and Reports
Quality Assurance Audit Reports, Material Control and Inventory
Real Estate Acquisition and Management
Real Estate Assessment and Taxation
Real Estate Rights and Transactions
Security Studies, Investigations and Reports

Manuals

Contain policies, procedures, standards and guidelines for the use of employees who have accountability and responsibility for performing supply, real estate, security and information management functions.

Branch Management and Administration
Delivery Assurance Procedures
Purchasing Policies and Procedures
Quality Assurance
Real Estate Acquisition and Appraisal
Real Estate Management
Security Guide
Security Policies and Procedures
Surplus Disposal Policies and Procedures
Transportation

Personal Information Banks

Contain information relating to employee identification and security clearance, real estate acquisition and management, and administration of the Employee Housing Assistance Plan. Common employee information banks are described under Human Resources Branch.

Corporate Identification Card File

Location: Real Estate and Security Division. **Legal Authority:** Power Corporation Act, R.S.O. 1980, c.384, s.56. **Information Maintained:** Name and employee number, back-up photograph. **Uses:** Back-up to identify employees for security purposes. **Users:** Security staff, human resources managers, internal auditors. **Individuals in Bank:** Ontario Hydro employees. **Retention and Disposal:** Duplicate collection to be destroyed in June 1991.

Employment Suitability Enquiries

Location: Real Estate and Security Division. **Legal Authority:** Power Corporation Act, R.S.O. 1980, c.384, s.56. **Information Maintained:** Potential employee's name, address, date of birth, sex, marital status, education, Social Insurance Number, employment history, credit information. **Uses:** Assist in the selection of employees. **Users:** Human Resource Services Division staff, human resources managers, internal auditors. **Individuals in Bank:** Employees and external applicants seeking employment with Ontario Hydro. **Retention and Disposal:** One year plus current after last contact/reference, then destroyed.

Housing Assistance Program

Location: Real Estate and Security Division. **Legal Authority:** Power Corporation Act, R.S.O. 1980, c.384, s.56. **Information Maintained:** Name, address, financial information (e.g., mortgage rate, balance and list price). **Uses:** Assist the transferred employee in selling his/her home. **Users:** Supply and Services Branch administrative staff, Compensation and Benefits Division staff, branch human resources officers, internal and external auditors. **Individuals in Bank:** Transferred employees. **Retention and Disposal:** One year plus current after sale of house or discharge of mortgage, then destroyed.

Nuclear Employee Security Clearances

Location: Real Estate and Security Division. **Legal Authority:** Power Corporation Act, R.S.O. 1980, c.384, s.56. **Information Maintained:** Name, address, date of birth, sex, marital status, education, Social Insurance Number, employment position, address and employment of immediate relative, federal security classification. **Uses:** Obtain a security clearance from the Atomic Energy Control Board. **Users:** Atomic Energy Control Board, Real Estate and Security Division administrative staff, Nuclear Generation Division administrative staff, internal auditors. **Individuals in Bank:** Employees requiring Atomic Energy Control Board security clearances. **Retention and Disposal:** Five years then destroyed.

Property Owner Transaction Files

Location: Real Estate and Security Division. **Legal Authority:** Power Corporation Act, R.S.O. 1980, c.384, s.56. **Information Maintained:** Name, address and occupation of property owner, size of property, purchase/sale price, mortgage details, appraisals, record of discussions with owner. **Uses:** Provide detailed record of property transactions including relevant background information. **Users:** Supply and Services Branch administrative staff, solicitors, internal auditors, regional property staff. Select information is released to Revenue Canada. **Individuals in Bank:** Individuals involved in property transactions (e.g., sales, purchases, leases and permits) with Ontario Hydro. **Retention and Disposal:** Permanent.

Property Transaction System (PROTRANS)

Location: Real Estate and Security Division. **Legal Authority:** Power Corporation Act, R.S.O. 1980, c.384, s.56. **Information Maintained:** Name, lot number, concession, township, purchase/sale prices, easements of real estate rights, Orders in Council, licences (land use permits), leases, land leasebacks. **Uses:** Maintain a register of Ontario Hydro's property rights and real estate transactions. **Users:** Solicitors, regional property staff, branch administrative staff, internal auditors. Select information is released to government agencies and ministries. **Individuals in Bank:** Individuals involved in property transactions with Ontario Hydro. **Retention and Disposal:** Variable, then destroyed.

Security Personnel Training

Location: Real Estate and Security Division. **Legal Authority:** Power Corporation Act, R.S.O. 1980, c.384, s.56. **Information Maintained:** Name, employee number, date of appointment as special constable and as a peace officer, security training courses taken. **Uses:** Ensure proper training and appointments for Ontario Hydro security personnel. **Users:** Corporate Security Training personnel. **Individuals in Bank:** Present Ontario Hydro security personnel. **Retention and Disposal:** 13 months after relocation or termination of security personnel, then destroyed.

Access

Freedom of Information and Privacy Coordinator
Ontario Hydro
H6-A17
700 University Avenue
Toronto, Ontario
M5G 1X6
Telephone: (416) 592-2736

The Public Reference Centre for the review of manuals and other information is open during regular office hours on the mezzanine level at 700 University Avenue, Toronto.

Ontario Institute for Studies in Education

Head

Chairman of the Board
Ontario Institute for Studies in Education
Room 12-126
252 Bloor Street West
Toronto, Ontario
M5S 1V6
Telephone: (416) 923-6641

Mandate

The Ontario Institute for Studies in Education (OISE) conducts studies of matters and problems relating to education; disseminates the results, assists in the implementation of the findings of educational studies; and establishes and conducts courses leading to certificates of standing and graduate degrees in education, as required by the Ontario Institute for Studies in Education Act.

Organization

The institute consists of nine academic departments, nine field centres, six internal research centres and a number of units serving the internal community (e.g., Personnel), the public (e.g., OISE Publishing), or both (e.g., Conference Centre). Each division reports to one or more of two Assistant Directors. The Assistant Directors report to the Director, who is responsible to a Board of Governors appointed by the Lieutenant-Governor of Ontario, upon the recommendation of the Ministry of Education.

Divisions

Office of the Director

Responsible for general administration of the institute, the provision of secretariat support to the Board of Governors, the Institute Programs Council and the Planning and Priorities Committee, and for the operation of the Finance Division, OISE Publishing. The office also encompasses the office of the Chief Administrative Officer (responsible for the operations of the Physical Plant Office and the Conference Centre of the institute, the Office of Employment Equity, the Office of the Executive Head/Coordinator of French Language Services, and the Office of the Coordinator of Special Needs. As well, the office provides public communications functions and support for the OISE Alumni Association, the OISE Awards Committee, the planning and execution of special social events, budget development, pensions and coordination of policy development.

General Classes or Types of Records

Contain information relating to the management and supervision of the institute, relations with ministries of the Ontario government, granting agencies and other universities, the institute's public communications activities and the management of corporate resources.

Administrative and Academic Computing Policy Advisory Committee
Affiliation, Negotiation and Agreement with the University of Toronto
Agreements of Cooperation with Nanjin University, People's Republic of China, and Kyusugu University, Japan
Alumni Association Minutes, Newsletters, Correspondence, Financial Records
Art Collection
Board of Governors' Minutes and Meeting Materials (board and committees)
Budget Development
Capital Equipment
Correspondence with the University Community and Organizations
Educational Association Correspondence and Agreements
Employment Equity in the OISE Work Force - Information and Data Regarding Representation
Employment Equity Committee - Information Regarding Meetings
Financial Records - Varsity Fund, Jackson Memorial Fund, H.H. Stern Memorial Fund, Other Donor Funds
Government Relations (Ministry of Education, Ministry of Colleges and Universities, Office of Francophone Affairs)
Harrassment Prevention Policy Information
Implementation of the French Language Services Act (Bill 8) Documentation
Institute Legal Counsel
Institute Research Project History Indices
Ontario Institute for Studies in Education Awards Committee - Annual Criteria for Selection, Nominations
Ontario Institute for Studies in Education/Faculty of Education of the University of Toronto Relations
Pensions - Joint Pension Committee, Actuarial Review, Investment Performance, Retirement Issues
Planning and Priorities Committee and Subcommittees - Meeting Files and Development Materials
Policy Development
Publication Board Minutes and Policy
Room Bookings - Contracts
Special Needs Budget Information
Special Needs Contacts with Departments in Other Universities and with Service Providers, (e.g., Canadian National Institute for the Blind)
Special Needs Students - interview Notes
Staff and Student Associations
TV Ontario
Tenants - Leases and Correspondence

Manuals

Issued to institute staff and containing policies governing institute operations.

OISE Policy Book

Issued to staff responsible for budget document preparation.

Budget Development Process Binder

Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

Parking Records

Also contain information on members of Board of Governors, award recipients, institute alumni and the human resource management activities.

Alumni Membership Lists

Location: Office of the Director, Public Communications. **Legal Authority:** Ontario Institute for Studies in Education Act, R.S.O. 1980, c.341. **Information Maintained:** Name, address, telephone number, degree(s) conferred by University of Toronto, date degrees conferred. **Uses:** Maintain mailing lists; facilitate fund raising; maintain contact and communication with alumni. **Users:** Public Communications staff. **Individuals in Bank:** All institute graduates. **Retention and Disposal:** Until update provided by University of Toronto, then destroyed.

Board of Governors

Location: Office of the Director. **Legal Authority:** Ontario Institute for Studies in Education Act, R.S.O. 1980, c.341. **Information Maintained:** Order in Council re appointment, name, address, telephone number, biographical notes. **Uses:** Maintain a record of board membership; compile listing in OISE Bulletin; maintain mailing list. **Users:** Office of the Director's staff. **Individuals in Bank:** Current and past board members. **Retention and Disposal:** Duration of term, then transferred to archives.

Housing Loan Guarantees

Location: Finance Office. **Legal Authority:** Ontario Institute for Studies in Education Act, R.S.O. 1980, c.341. **Information Maintained:** Applications, correspondence and mortgages. **Uses:** Administer the program. **Users:** Management. **Individuals in Bank:** Employees applying for housing loan guarantees. **Retention and Disposal:** Withdrawn applications - two years, then destroyed; approved applications - five years after discharge of mortgage, then destroyed.

OISE Awards Committee - Nominations

Location: Office of the Director, Public Communications. **Legal Authority:** Ontario Institute for Studies in Education Act, R.S.O. 1980, c.341. **Information Maintained:** Name, address, degrees, present and past positions, contributions to education (as perceived by nominator), recommendations of nominators. **Uses:** Select annual Fellows of the Ontario Institute for Studies in Education; select annual Jackson Lecturer; nominate candidates for honourary University of Toronto degrees. **Users:** Members of OISE Awards Committee. **Individuals in Bank:** Institute awards nominees. **Retention and Disposal:** Four years, then destroyed.

Payroll

Location: Finance Office. **Legal Authority:** Ontario Institute for Studies in Education Act, R.S.O. 1980, c.341. **Information Maintained:** Name, job classification, length of employment, salary, dependents, association dues, voluntary deductions, life insurance and pension classifications, all payroll transactions. **Uses:** Prepare payroll; issue cheques and statements. **Users:** Payroll staff. **Individuals in Bank:** All staff, student and casual employees of the institute. **Retention and Disposal:** Computer files - two years, then destroyed; paper files - six years, then destroyed.

Office of Assistant Director (Academic)

This office is responsible for conduct of the instructional program, liaison with the University of Toronto and School of Graduate Studies, faculty appointments, and the effective operation of the OISE Psychoeducational Clinic, Instructional Resources Development Unit, R.W.B. Jackson Library and the Computing Services Group.

General Classes or Types of Records

Contain information relating to the development of academic programs and the effective operation of associated teaching and service units.

Development and Delivery of Academic Programs
Distance Education Technology and Programming
Faculty Matters and Academic Policy Issues
Psychoeducational Clinic - Training and Service Functions
R.W.B. Jackson Library Operations
University of Toronto Liaison Records

Personal Information Banks

Contain information on faculty, staff of the Academic Division, and on students and applicants.

Associate Members of the Graduate Department of Education, University of Toronto

Location: Office of Assistant Director (Academic). **Legal Authority:** Ontario Institute for Studies in Education Act, R.S.O. 1980, c.341. **Information Maintained:** Employment conditions, salary and instructional contracts, curriculum vitae. **Uses:** Apply for approval to teach in the Graduate Department of Education at the University of Toronto. **Users:** OISE Graduate Studies staff. **Individuals in Bank:** Past and present associated instructors. **Retention and Disposal:** Ten years after employee leaves, then destroyed.

Faculty - Current Employees

Location: Office of Assistant Director (Academic). **Legal Authority:** Ontario Institute for Studies in Education Act, R.S.O. 1980, c.341. **Information Maintained:** Employment conditions and salary, tenure and promotion, study leave, curriculum vitae. **Uses:** Provide statistical data; confirm individual's status. **Users:** Assistant Director (Academic) and immediate support staff. **Individuals in Bank:** Faculty. **Retention and Disposal:** Ten years after employee leaves, then destroyed.

Rejected Applicants

Location: Office of Assistant Director (Academic). **Legal Authority:** Ontario Institute for Studies in Education Act, R.S.O. 1980, c.341. **Information Maintained:** Application for admission, transcripts, reference letters, curriculum vitae assessment, departmental recommendation, letter of rejection. **Uses:** Monitor application process; maintain a record of rejected applications. **Users:** OISE and University of Toronto Graduate Studies staff. **Individuals in Bank:** Rejected applicants. **Retention and Disposal:** Two to five years, then destroyed.

Student Records

Location: Office of Assistant Director (Academic). **Legal Authority:** Ontario Institute for Studies in Education, R.S.O. 1980, c.341. **Information Maintained:** Application for admission, transcripts, reference letters, curriculum vitae, assessment, admission letters, course selection and related program matters, financial awards where applicable, registration documents, thesis committee membership, ethical reviews, result of oral examination where applicable, and degree recommendations. **Uses:** Monitor students' progress through degree programs. **Users:** OISE and University of Toronto Graduate Studies staff. **Individuals in Bank:** Currently and previously registered students. **Retention and Disposal:** Permanent.

Tenure and Promotion Committees - Academic Departments

Location: Offices of Department Chairpersons. **Legal Authority:** Ontario Institute for Studies in Education Act, R.S.O., 1980, c.341. **Information Maintained:** Name, telephone number, education, employment history, references, the candidate's case, confidential minutes, correspondence, committee recommendations. **Uses:** Recommend tenure and promotion of candidates. **Users:** Committee members, senior administrative staff, Faculty Review Committee. **Individuals in Bank:** Faculty candidates. **Retention and Disposal:** Ten years after employee leaves, then destroyed.

Office of the Assistant Director (Field Services and Research)

This office has overall responsibility for general administration of the internal research centres and the field centres, administration of the annual Ministry of Education Transfer Grant, and for solicitation, vetting and administration of sponsored research contracts and grants. It is also responsible for the Personnel Office.

General Classes or Types of Records

Contain information on all aspects of the educational research, field development and dissemination activities of the institute.

External Funding Agencies
Field Services and Research Standing Committee Minutes and Materials
Funded Projects (grants and contracts)
Project Proposals - Pending and Rejected
Transfer Grant Project Reports
Transfer Grant Review Process
Travel Grants

Manuals

Issued to faculty and research officers and relating to transfer grant proposals.

Guidelines on Preparation of Transfer Grant Proposals

Personal Information Banks

Contain information on all aspects of the institute's educational research, field development and dissemination of educational technology and materials, and on human resource management activities.

Ethical Reviews

Location: Office of Assistant Director (Field Services and Research). **Legal Authority:** Ontario Institute for Studies in Education Act, R.S.O. 1980, c.341. **Information Maintained:** Name, address, research project description, ethical review protocols, draft letters of consent, research instruments, statements of ethical review committee members, correspondence, and certificates of ethical approval for all projects involving the use of human subjects. **Uses:** Protect the rights of human subjects. **Users:** Senior administrative staff of the Office and the Institute. **Individuals in Bank:** Faculty and research officers (principal investigators). **Retention and Disposal:** Three years after completion of project, then destroyed.

Faculty Workload

Location: Office of Assistant Director (Field Services and Research). **Legal Authority:** Ontario Institute for Studies in Education Act, R.S.O. 1980, c.341. **Information Maintained:** Name, department, estimated percentages of time worked on projects. **Uses:** Determine distribution of faculty workload. **Users:** Senior administrative staff. **Individuals in Bank:** Faculty. **Retention and Disposal:** Seven years, then destroyed.

Field Services and Research Standing Committee Members

Location: Office of Assistant Director (Field Services and Research). **Legal Authority:** Ontario Institute for Studies in Education Act, 1965, R.S.O. 1980, c.341. **Information Maintained:** Name, department or home address, telephone number, constituency representation. **Uses:** Identify committee members. **Users:** Institute members. **Individuals in Bank:** Staff and students. **Retention and Disposal:** Permanent.

Grievances

Location: Office of Assistant Director (Field Services and Research). **Legal Authority:** Ontario Institute for Studies in Education Act, R.S.O. 1980, c.341. **Information Maintained:** Grievance case histories. **Uses:** Maintain accurate record of nature of grievances and outcomes. **Users:** Senior administrators, institute legal counsel. **Individuals in Bank:** Institute staff, students, associations and union locals. **Retention and Disposal:** Ten years after employee leaves, then destroyed.

Performance Appraisal Files

Location: Personnel. **Legal Authority:** Ontario Institute for Studies in Education Act, R.S.O. 1980, c.341. **Information Maintained:** Name, evaluation of job performance. **Uses:** Assist with career counselling; provide data for human resource planning. **Users:** Personnel and Labour Relations Manager **Individuals in Bank:** General support, professional and research staff. **Retention and Disposal:** Ten years after employee leaves, then destroyed.

Personnel Files

Location: Personnel. **Legal Authority:** Ontario Institute for Studies in Education Act, R.S.O. 1980, c.341. **Information Maintained:** Name, address, age, sex, marital status, education, employment history, salary, benefits, medical information, Social Insurance Number. **Uses:** Record employee work history and payment/benefit transactions. **Users:** Staff in Personnel Office. **Individuals in Bank:** All regular OISE employees. **Retention and Disposal:** Employees receiving pension - Ten years after leaving and until completion of pension payments, then destroyed; other employees - ten years after leaving, then destroyed.

Search Committees - Field Division

Location: Office of Assistant Director (Field Services and Research). **Legal Authority:** Ontario Institute for Studies in Education Act, R.S.O. 1980, c.341. **Information Maintained:** Name, address, telephone number, education, employment history of candidates, confidential minutes, correspondence. **Uses:** Select candidates for faculty positions. **Users:** Search committee members, senior administrative staff. **Individuals in Bank:** Academic candidates. **Retention and Disposal:** Successful candidates' information retained for duration of tenure, then destroyed; unsuccessful candidates' information retained for five years, then destroyed.

Summer Stipends

Location: Office of Assistant Director (Field Services and Research). **Legal Authority:** Ontario Institute for Studies in Education Act, R.S.O. 1980, c.341. **Information Maintained:** Name, department, number and amount of stipends, project account. **Uses:** Arrange approval and payment of stipends. **Users:** Senior administrative staff, Board of Governors, Finance Office staff. **Individuals in Bank:** Faculty. **Retention and Disposal:** One year, then destroyed.

Temporary Employment Pool Files

Location: Personnel. **Legal Authority:** Ontario Institute for Studies in Education Act, R.S.O. 1980, c.341. **Information Maintained:** Name, address, age, Social Insurance Number, employment history, rate of pay. **Uses:** Fill temporary staffing needs in accordance with policies and collective agreements. **Users:** Staff in Personnel Office. **Individuals in Bank:** Temporary employees. **Retention and Disposal:** One year, then destroyed.

Tenure and Promotion Committees - Field Division

Location: Offices of Assistant Director (Field Services and Research) and Assistant Director (Academic). **Legal Authority:** Ontario Institute for Studies in Education Act, R.S.O. 1980, c.341. **Information Maintained:** Name, telephone number, education, employment history, references, the candidate's case, confidential minutes, correspondence, committee recommendations. **Uses:** Recommend tenure and promotion of candidates. **Users:** Committee members, senior administrative staff, Faculty Review Committee. **Individuals in Bank:** Faculty candidates. **Retention and Disposal:** Duration of appointment, then destroyed.

Transfer Grant Review Committee - Nominations

Location: Office of Assistant Director (Field Services and Research). **Legal Authority:** Ontario Institute for Studies in Education Act, R.S.O. 1980, c.341. **Information Maintained:** Name, address, telephone number, academic or field status, education, employment history, name of nominating individual or unit. **Uses:** Select members for Transfer Grant Review Committee. **Users:** Senior administrative staff, Nominations Subcommittee consisting of two researchers. **Individuals in Bank:** University faculty, Board of Education superintendents, Board of Education directors. **Retention and Disposal:** Five years, then destroyed.

Transfer Grant Review Committee Members

Location: Office of Assistant Director (Field Services and Research). **Legal Authority:** Ontario Institute for Studies in Education Act, R.S.O. 1980, c.341. **Information Maintained:** Name, address, telephone number, Social Insurance Number, Social Security Number (U.S. applicants). **Uses:** Pay honoraria; identify committee members. **Users:** Senior administrative staff, Finance Office staff. **Individuals in Bank:** Faculty, board superintendents, Board of Education directors. **Retention and Disposal:** Permanent.

Access

Freedom of Information and Privacy Coordinator
Ontario Institute for Studies in Education
252 Bloor Street West
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M5S 1V6
Telephone: (416) 923-6641

A public reading room for the review of manuals and other information is open during regular office hours at 252 Bloor Street West, Toronto.

Ontario Lottery Corporation

Head

President
Ontario Lottery Corporation
24th Floor, 2 Bloor Street West
Toronto, Ontario
M4W 3H8
Telephone: (416) 961-6262

Mandate

The Ontario Lottery Corporation (OLC) is a Crown corporation established by Bill 191, An Act to Incorporate the Ontario Lottery Corporation, in February 1975. As an independent Crown agency, the corporation's mandate is to develop and manage provincial government lotteries to raise monies for the benefit of the people of Ontario.

Organization

Responsible to the Minister of Tourism and Recreation, the corporation is organized into five divisions. Each division reports, through the President's Office, to a Board of Directors whose nine members are appointed from the private sector. Internal Audit reports directly to the board.

Divisions

Office of the President

Responsible for developing, undertaking, conducting and managing lottery schemes in a secure and efficient manner on behalf of the Ontario government. As the Chief Executive Officer, the President is responsible and accountable for achieving annual revenue and profit objectives of the corporation, maximizing lottery sales and profits within the province of Ontario.

General Classes or Types of Records

Contain background information.

Board of Directors Guidelines and Minutes
Conferences
Contracts and Policies
Premier and Ministry of Tourism and Recreation Liaison
Relocation Planning
Special Studies

Personal Information Banks

The following common personal information banks as described in the introduction to this directory are maintained.

Identity/Employee Card

Also contain information on contracts between lottery show talent and hosts and the Ontario Lottery Corporation.

Show Host Contracts

Location: President's Office. **Legal Authority:** Ontario Lottery Corporation Act, R.S.O. 1980, c.344, s.7; R.R.O. 1980, Reg. 719. **Information Maintained:** Name, address, photograph, contract figures, correspondence. **Uses:** Reference and documentation. **Users:** President, Special Events manager. **Individuals in Bank:** Lottery show talent and hosts. **Retention and Disposal:** Not determined.

Computer Services Division

Responsible for all computer services from on-line game operation to word processing needs. Division comprises: EDP Research and Development, responsible for monitoring performance of on-line terminals and managing the communications network; Systems Development, responsible for computer software, development and maintenance; Operations, responsible for maintaining and operating equipment and facilities; and Support Services, responsible for support to users of word processing and personal computer applications.

General Classes or Types of Records

Contain information on computer requirements, equipment selection and testing, performance monitoring, design and update of programs, maintenance of on-line game system and the agent hotline service.

Electronic Data Processing Terminals
Games and Redemption Systems
On-line Retailer Inquiry Hotline
Research and Development Programs/Projects, Evaluations and Reports
Systems Development Projects and Reports
Technical Support and Activities Reports

Personal Information Banks

The following common personal information banks as described in the introduction to this directory are maintained.

Identity/Employee Card
Performance Management

Corporate Communications Division

Responsible for all communication programs; advises senior management on communication strategies; and provides input into decisions of broad internal or external interest. The division is organized into three departments - Planning/Administration, Communications, and Draws and Television Production. Planning/Administration is responsible for government liaison, corporate advertising, communications programming, research and division administration. Communications is responsible for communications resources, consumer affairs, news media and French language services. Draws and Television Production is responsible for lottery draws, televising winning numbers and community information programs.

General Classes or Types of Records

Contain information on corporate advertising, communication programming, government liaison, French language services, draws, game results, winners and publicity, media and consumer relations, research and non-advertising publications, and community and internal projects including travelling information display and speakers' bureau.

Communications Programming
Corporate Advertising
Draw Show Production
Employee Orientation Program

French Language Services
Games and Draw Results
Government Liaison
Library and Archives
Media Liaison
Million Dollar Sweepstakes Production and Television Show
Ministry of Tourism and Recreation Liaison
Monthly Billing and Budget Control
Montreal Trust Company, Independent Adjudicator
Non-Advertising Publications
Ontario Lottery Corporation and Montreal Trust Company Security Seals
Photo File, Audiovisual Equipment and Library
Production of Televised Draws
Research
Speakers' Bureau Program
Special Promotions
Travelling Information Display Program

Manuals

Issued to provide information on all games and related material to players and public on request.

Fact Sheets on All Games
Winner's Handbook

Personal Information Banks

The following common personal information banks described in the introduction to this directory are maintained.

Career Planning/Training
Performance Management

Also contain information related to major prizes claimed by individuals, possible unauthorized lottery ticket mail-order operators and consumer inquiries.

Consumer Inquiries - Draw Show

Location: Corporate Communications. **Legal Authority:** Ontario Lottery Corporation Act, R.S.O. 1980, c.344, s.7; R.R.O. 1980, Reg. 719. **Information Maintained:** Name, address, correspondence and replies. **Uses:** Supply reference for further contact; identify possible trends. **Users:** Branch administrative staff. **Individuals in Bank:** Individuals corresponding with the corporation. **Retention and Disposal:** Not determined.

Consumer Inquiries - Games and Tickets

Location: Corporate Communications. **Legal Authority:** Ontario Lottery Corporation Act, R.S.O. 1980, c.344, s.7; R.R.O. 1980, Reg. 719. **Information Maintained:** Name, address, correspondence and replies. **Uses:** Supply reference for further contact; identify possible trends. **Users:** Department administrative staff. **Individuals in Bank:** Individuals corresponding with the corporation. **Retention and Disposal:** Not determined.

Mail-Order Companies/Individuals

Location: Corporate Communications. **Legal Authority:** Ontario Lottery Corporation Act, R.S.O. 1980, c.344, s.7; R.R.O. 1980, Reg. 719. **Information Maintained:** Company's/individual's name, company materials, prizes claimed, letters of complaint, legal documents, affidavits. **Uses:** Investigate possible unauthorized dealers. **Users:** Senior Corporation staff, legal representatives, U.S. postal authorities. **Individuals in Bank:** Retailers and agents operating against Ontario Lottery Corporation policy. **Retention and Disposal:** Not determined.

Major Prize Winners - All Games/Special Promotions

Location: Corporate Communications. **Legal Authority:** Ontario Lottery Corporation Act, R.S.O. 1980, c.344, s.7; R.R.O. 1980, Reg. 719. **Information Maintained:** Name, address, photograph, game name, draw date, prize amount, ticket number. **Uses:** Inform the public, MPPs, and distributors of lottery winners; maintain a record of all major prize winners. **Users:** Division administrative staff. **Individuals in Bank:** Major prize winners. **Retention and Disposal:** Not determined.

Random Equipment and Supplies Testing - Employee Major Prize Winnings

Location: Corporate Communications. **Legal Authority:** Ontario Lottery Corporation Act, R.S.O. 1980, c.344, s.7; R.R.O. 1980, Reg. 719. **Information Maintained:** Name, results of specific testing on employee major prize winnings. **Uses:** Referral and documentation to ensure integrity of games. **Users:** Branch administrative staff. **Individuals in Bank:** Employee major prize winners. **Retention and Disposal:** Not determined.

Show Inserts - Individuals Interviewed

Location: Corporate Communications. **Legal Authority:** Ontario Lottery Corporation Act, R.S.O. 1980, c.344, s.7; R.R.O. 1980, Reg. 719. **Information Maintained:** Prize winners' names and comments, grant recipients' names and comments, employees' names and opinions. **Uses:** Prize winners, grant recipients, special employee inserts for draw show. **Users:** Branch administrative staff. **Individuals in Bank:** Prize winners, grant recipients, lottery employees. **Retention and Disposal:** Not determined.

Internal Audit

Functions independently under policies and procedures established by the Board of Directors. Examines and evaluates the corporation's system of internal control and ensures quality of performance in carrying out assigned responsibilities.

General Classes or Types of Records

Contain information on the evaluation of systems, procedures and controls within other divisions.

Audit Procedures, Programs and Reports
Audit Subcommittee Minutes

Personal Information Banks

None

Marketing Division

Identifies market opportunities and implements selected strategies to ensure execution as planned and within approved budgets. Program consists of continuous marketing planning and evaluation for all passive, instant and on-line games, control and coordination of marketing projects, and sales and market analyses.

General Classes or Types of Records

Contain information on market research and analysis, advertising, advertising policy and agencies, retailer identification program, game promotion, and player feedback.

Agency Search Guidelines, Contracts and Evaluations
CNE Contract for Electronic Advertising
Marketing Plans
Merchandising
Microcomputer Sales Reports
Monthly Billing and Budget Controls
Point of Sale Materials
Products
Research Reports
Television and Radio Commercials
Unsolicited Ideas

Manuals

Issued to key staff to provide details on corporate and visual identity policies and procedures.

Visual Identification Standards

Personal Information Banks

None

Operations Division

The Operations Division is responsible for ensuring corporate adherence to the Memorandum of Understanding with the Minister of Tourism and Recreation, which clarifies the operating, financial/audit arrangements and administrative relationships. Operations is an internal service division dedicated to providing the corporation with efficient and effective support in the areas of Procurement, Contract Administration, Finance, Security, Office Administration, Corporation Planning and the coordination of legal services.

General Classes or Types of Records

Contain information on general administration and operations as described in the introduction to this directory, with the exception of Communication, Audit, Systems and Data, and the Library Information Centre, and with the following additions:

Contracts
Corporate Asset Control
Corporate Planning
Corporate Security
Establishment of Wintario, Instant and Lottario Games
Forensic Sciences Laboratory Reports
Lottery Conferences
Prize Office Procedures, Game Information and Reports
Request for Proposals
Suppliers' Invoices for Products and Services
Systems and Financial Control
Treasury Inspection

Manuals

Issued to managerial staff to provide direction on corporate administrative policy and practices.

Corporate Administrative Procedures

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Career Planning/Training
Identity/Employee Card
Performance Management
Travel/Expense Accounts

Also contain information related to prize winners, retailer commissions paid, directors' and/or employees' accountable advances, claimant information and prize claims.

Claimants/Consumers - Special Cases

Location: Operations. **Legal Authority:** Ontario Lottery Corporation Act, R.S.O. 1980, c.344, s.7; R.R.O. 1980, Reg. 719. **Information Maintained:** Name, address, ticket number and game, group contracts, correspondence, written records of conversations. **Uses:** Documentation backup and reference for possible investigation. **Users:** Branch administrative staff. **Individuals in Bank:** Consumers and claimants. **Retention and Disposal:** Not determined.

Investigation Reports

Location: Security Services. **Legal Authority:** Ontario Lottery Corporation Act, R.S.O. 1980, c.344, s.7; R.R.O. 1980, Reg. 719. **Information Maintained:** Name, address, date of birth, investigation and occurrence reports, statements, exhibit reports and in some instances copies of court documents and court briefs. May also contain ticket number and game, group contracts, correspondence, written records of conversation, name of employee who handled incident. **Uses:** Detect, investigate and prosecute offences under the laws of Ontario and Canada. **Users:** President, Executive Vice-President, branch administrative staff. **Individuals in Bank:** Individuals involved in investigations under the Criminal Code, federal and provincial statutes. **Retention and Disposal:** Not determined.

Prize Winners and Prize Claims Information

Location: Prize Office. **Legal Authority:** Ontario Lottery Corporation Act, R.S.O. 1980, c.344, s.7; R.R.O. 1980, Reg. 719. **Information Maintained:** Names, addresses. **Uses:** Reference, documentation; provide audit trail. **Users:** Branch administrative staff. **Individuals in Bank:** Prize claimants, winners. **Retention and Disposal:** Major prize winner information not determined; other information destroyed after seven years.

Retailer Commissions Paid - Passive Games

Location: Finance. **Legal Authority:** Ontario Lottery Corporation Act, R.S.O. 1980, c.344, s.7; R.R.O. 1980, Reg. 719. **Information Maintained:** Name, address, retailer number, ticket and draw number. **Uses:** Pay retailer commissions for the sale of winning tickets. **Users:** Branch administrative staff. **Individuals in Bank:** Retailers. **Retention and Disposal:** Not determined.

Security Clearance Records

Location: Security Services. **Legal Authority:** Ontario Lottery Corporation Act, R.S.O. 1980, c.344, s.7; R.R.O.

1980, Reg. 719. **Information Maintained:** Name, home address, date of birth, copy of application and/or resume, copies of Freedom of Information consent forms, character references including previous employers. May contain copies of credit records and/or outstanding credit charges and/or copies of Ministry of Transportation driving records, some related correspondence. **Uses:** Assist in establishing suitability of potential employees. **Users:** Senior management and corporate security staff. **Individuals in Bank:** Individuals with the Ontario Lottery Corporation who are or have been the subject of pre-employment security screening procedures. **Retention and Disposal:** In-house - two years after termination of employment; in government records centre - 48 years, then destroyed.

Ticket Discrepancy Files

Location: Operations. **Legal Authority:** Ontario Lottery Corporation Act, R.S.O. 1980, c.344, s.7; R.R.O. 1980, Reg. 719. **Information Maintained:** Date received, name, ticket number(s), problem and action, cheque number. **Uses:** Document and track handling of discrepancy. **Users:** Senior branch staff. **Individuals in Bank:** Prize winners submitting tickets for payment which require further investigation. **Retention and Disposal:** 18 months, then destroyed.

Human Resources Branch

The Human Resources Branch is responsible for providing training, development and environment necessary to attract, retain and motivate qualified personnel. The manor areas of responsibility include training and development, compensation and benefits, job evaluations, recruitment and employee programs. The branch is also responsible for the implementation of government legislation as it applies to the Ontario Lottery Corporation (i.e., Employment Equity and Pay Equity).

General Classes or Types of Records

Contain information on general administration and operational support as described in Chapter II of this directory.

Employee Benefits
Organizational Structure
Office Administration
Position Classification
Training and Development

Manuals

Corporate Administrative Manual
Personnel and Payroll Manual

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Career Planning/Training
Employment Application Inventory
Employment Equity Program
General Employment History and Payroll Information
Integrated Personnel Payroll, Personnel and Employee Benefits System (IPPEBS)
Job Competitions
Performance Management

Also contain information on employee attendance.

Employee Attendance Records

Location: Human Resources Branch. **Legal Authority:** Ontario Lottery Corporation Act, R.S.O. 1980, c.344, s.7; R.R.O. 1980, Reg. 719. **Information Maintained:** Name, record of work attendance. **Uses:** Record attendance; provide statistics on attendance. **Users:** Branch administrative staff. **Individuals in Bank:** Employees. **Retention and Disposal:** Incorporated in General Employment History and Payroll Information bank.

Sales and Distribution Division

The division is responsible for the sale and distribution of tickets for government lotteries throughout the province. It allocates and distributes tickets to a network of 47 distributors; monitors and maintains distributor programs; and coordinates training and the on-line sales activities of on-line retailers. The division comprises Sales, Passive and Instant Games, and On-Line Games.

General Classes or Types of Records

Contain information on ticket sales and ticket distribution, activities of distributors, on-line retailers, retailers and field representatives, sales supervisors, local advertising and promotion campaigns, retail sales analyses, on-line wagering, and terminals.

Distributor and Retailer Liaison
Distributor Territorial Boundaries
On-line Retailer Liaison and Training
Printing, Delivery and Distribution of Passive Game Tickets
Retail Sales Analysis System
Sales Supervisors/Field Representative Activities, Sales Reports and Analysis
Wagering and Terminal Requirements

Manuals

Issued to distributors and on-line retailers to provide details on operational policy and procedures.

Distributor Procedures
Encashment Policy
Instant Games Manuals
On-Line Operations Guide

Personal Information Banks

Contain information on independent business people, distributors and retailers who are under contract with the corporation and on applications on file for future consideration.

Distributors - Applicants and Contracts

Location: Sales and Distribution. **Legal Authority:** Ontario Lottery Corporation Act, R.S.O. 1980, c.344, s.7; R.R.O. 1980, Reg. 719. **Information Maintained:** Contracts, name, address, audited financial statements, correspondence. **Uses:** Reference; documentation; maintain a list of applicants for potential distributorships. **Users:** President, controller, senior and division administrative staff. **Individuals in Bank:** Active and potential distributors. **Retention and Disposal:** Not determined.

On-line Retailer Commissions Paid - Active Games

Location: Sales and Distribution. **Legal Authority:** Ontario Lottery Corporation Act, R.S.O. 1980, c.344, s.7; R.R.O. 1980, Reg. 719. **Information Maintained:** Name and number, store name, commission amount, cheque number, draw date and number, number of jackpot and second prize winners. **Uses:** Pay on-line retailer commissions. **Users:** Branch administrative staff. **Individuals in Bank:** Authorized on-line retailers. **Retention and Disposal:** Not determined.

Retailer Commissions - Authorization/Confirmation

Location: Sales and Distribution. **Legal Authority:** Ontario Lottery Corporation Act, R.S.O. 1980, c.344, s.7; R.R.O. 1980, Reg. 719. **Information Maintained:** Name, address, employment record, financial status, bank reference and line of credit. **Uses:** Authorize and confirm payment of commissions to retailers on major winning tickets sold. **Users:** Division and Accounting staff. **Individuals in Bank:** Authorized retailers selling lottery tickets. **Retention and Disposal:** Not determined.

Retailer Training

Location: Sales and Distribution. **Legal Authority:** Ontario Lottery Corporation Act, R.S.O. 1980, c.344, s.7; R.R.O. 1980, Reg. 719. **Information Maintained:** Retailer number, store owner's name, address, telephone number, training program test results. **Uses:** Ensure integrity of on-line games; ensure retailers operating terminals are trained in accordance with regulations. **Users:** Division administrative staff. **Individuals in Bank:** On-line retailers. **Retention and Disposal:** Not determined.

Access

Vice-President, Corporate Communications
Ontario Lottery Corporation
24th Floor, 2 Bloor Street West
Toronto, Ontario
M4W 3H8
Telephone: (416) 961-6262

A public reading room for the review of manuals and other information is open during regular office hours on the twenty-third floor at 2 Bloor Street West, Toronto.

Ontario Municipal Employees Retirement System

Head

Executive Director
Ontario Municipal Employees Retirement System
Suite 1000, One University Avenue
Toronto, Ontario
M5J 2P1
Telephone: (416) 369-2400

Mandate

The Ontario Municipal Employees retirement System (OMERS) is a pension plan for municipal employees and employers which provides standardized pension benefits to members. Both the administration of the pension plan and the investment of the pension assets are carried out under the direction of the OMERS Board. The Board also manages the pension plans of the Colleges of Applied Arts and Technology and Ryerson Polytechnical Institute.

Organization

The business and affairs of The Ontario Municipal Employees Retirement System are directed and controlled by a board appointed by the Lieutenant Governor in Council. OMERS board is made up of five municipal employee members, threee municipal management employee members, two elected or appointed municipal officials and one official of the Province of Ontario. The staff of OMERS are organized into four Divisions: Executive, Finance and Administration Division, Investment Division and Pension Division, all of which are located at One University Avenue, Toronto.

Divisions

Board and Executive

The board controls and directs the business and affairs of the Ontario Municipal Employees Retirement System and provides direction to the Chairman and Executive Director. Human Resources and Management Policies Branches report to the Executive Director. The function of the Executive is to manage the system in conformance with direction from the board and the enabling and regulatory legislation.

General Classes or Types of Records

Contain proceddings of the board and its Committees, minutes of Executive and senior management meetings and executive office correspondence.

Personal Information Banks

None

Human Resources Branch

This branch develops and administers salary administration, health and safety in the workplace, pay equity, recruitment, job evaluation, records management and employee benefits.

General Classes or Types of Records

Contain information on the selection, placement and performers of OMERS' employees.

- Compensation Survey and Reports
- Employee Benefits Program
- Health and Safety Program
- Job Ratings and Job Descriptions
- Salary Administration Plans
- Salary Schedules

Manuals

Issued to staff relating to human resource procedures.

- Staff Handbook
- Internal Human Resources Procedures

Personal Information Banks

Contain information relating to the administration of personnel.

Personnel Files

Location: Ontario Municipal Employees Retirement System. **Legal Authority:** Ontario Municipal employees Retirement System Act, R.S.O 1980, c. 348. **Information Maintained:** Employee name, address, telephone number, employment history, salary, refrences, evaluations. **Uses:** Maintain necessary information for hirings, terminations, promotions; administer personnel functions of OMERS. **Users:** Personnel managers. **Individuals in Bank:** Employees of OMERS. **Retention and Disposal:** Not determined.

Employment Applications

Location: Ontario Municipal employees retirement System. **Legal Authority:** Ontario Municpal Employees Retirement System Act, R.S.O. 1980, c. 348. **Information Maintained:** Name, address, letters of application, resumes, application forms. **Uses:** Identify potential candidates for vacancies. **Users:** Personnel staff, departmen/branch managers. **Individuals in Bank:** Applicants for vacant positions. **Retention and Disposal:** One to two years, then destroyed.

Administration Division

The Administration Division consists of four branches: Planning; Financial Services; Information Services; and Administrative Services. The division is responsible for accounting operations. It provides financial information to OMERS' activities, its investments and funds; ensures compliance with relevant statutory, legal and contractual obligations; and provides computer facilities including both hardware and software. It corrdinates the budget process, purchasing, procedural documentation and records management. The library

General Classes or Types of Records

Contain information relating to financial management, accounting administration and control, administration functions, and computer services. Also contain general administrative records as described in Chapter II of this directory.

Manuals

Issued to staff relating to Investment Accounting policies, procedures, and systems.

Detailed Investment Clerk Procedures
Investment Accounting - Electronic Cash Transfer Procedures
Investment Accounting - Financial Control Systems
Automated Systems Reference Manual
Investment Accounting Mortgage Administration Procedure Manual
Investment Accounting Policy Manual
Investment Accounting Procedure Manual

Personal Information Banks

Contain information relating to the administration of the payroll system.

Payroll Files

Location: Ontario Municipal Employees Retirement System. Legal Authority: ONtario Municipal Employees Retirement System Act, R.S.O. 1980, c. 348. Information Maintained: Employee name, address, telephone number, yearly earnings and deductions information. Uses: Determine correct pay and deductions for employees and issue cheques accordingly. Users: Payroll and senior accounting staff, auditors. Individuals in Bank: Employees of OMERS. Retention and Disposal: Seven years, then destroyed.

Investment Division

The Division invests funds in accordance with the Pension Benefits Act and investment policies established for OMERS.

General Classes or Types of Records

Contain information relating to the investment of OMERS funds.

Asset Mix
Investment Portfolio Records - Bonds, Short-Term, Term Loans, Mortgages, Equities, Special Situations (venture capital resources, private placements), Real Estate
Performance Measurements
Stewardship R-Term Loans
Subsidiary Companies

Manuals

Issued to division staff relating to investment portfolio policy and procedures.

Investment Policy Manual
Portfolio Procedures

Personal Information Banks

None

Pension Division

The Pension Division consists of two branches: The Pension Administration Branch and the Policy and Communications Branch. The division is responsible for the development of policies and the administration of the OMERS pension plan, the pension plan of the Colleges of Applied Arts and Technology and the pension plan of Ryerson Polytechnical Institute in accordance with provincial and federal legislation. It maintains membership and pension records and provides for the payment of benefits on retirement, termination, disability or death.

General Classes of Types of Records

Contain information on policies and procedures concerning the administration of the pension plan and data and correspondence related to the membership and pension records.

Plan Administration - Community Colleges
Plan Administration - OMERS
Plan Administration - Ryerson

Manuals

Issued to staff to provide direction and details on administrative procedures.

Instruction Manual for Employers
Departmental Procedures

Personal Information Banks

Certain information relating to the administration of pensions.

Pension Administration System

Location: Ontario Municipal Employees retirement System. **Legal Authority:** Ontario Municipal employees Retirement System Act, R.S.O. 1980, c. 348. **Information Maintained:** Name, date of birth, Social Insurance Number, beneficiary information, membership history, disability benefit information for pensioners, correspondence with pensioners, appeals by pensioners. **Uses:** Administer the pension plan. **Users:** Pension Plan administrators, Pension Division staff, and auditors. **Individuals in Bank:** Employers, employees and pensioners enrolled in the OMERS Pension Plan, the pension plans of the Colleges of Applied Arts and technology and the pension plan of Ryerson Polytechnical Institute. **Retention and Disposal:** Not determined.

Access

Freedom of Information and Privacy Corrdinator Ontario
Municipal Employees Retirement Board One
University Avenue, Suite 1000
Toronto, Ontario
M5J 2P1
Telephone: (416) 369-2400

♿

A public reading room for the review of manuals and other information is open during regular office hours on the ninth floor at One University Avenue, Toronto.

Ontario Northland Transportation Commission

Head

Chairman
Ontario Northland Transportation Commission
555 Oak Street East
North Bay, Ontario
P1B 8L3
Telephone: (705) 472-4500

Mandate

Ontario Northland's goal is to provide communication services through transportation and telecommunications - rail, highway, air and marine transportation for both passengers and freight, and telephone, teletype, radio and television telecommunications - linking northern communities to one another and to the rest of Ontario and Canada.

Organization

The commission is responsible to the Minister of Northern Development and Mines and has its head office in North Bay. As a transportation company, a railway and an operating telephone company, Ontario Northland has a presence in every community in northeastern Ontario. The commission is administered through three operational divisions: Rail Services; Passenger Services; and Telecommunications.

Divisions

Commission and Executive

The commission, appointed by the Lieutenant Governor in Council, controls and directs the operations and affairs of Ontario Northland and provides policy direction to the general manager. The function of the executive, which reports to the general manager, is to provide senior management in conformance with the directives of the general manager and the commission.

General Classes or Types of Records

Contain general administrative records including proceedings of the commission and its committees, minutes of executive and senior management meetings, and executive office correspondence.

Manuals

A general administrative manual provides direction for all employees of Ontario Northland. Administrative manuals for each division and its respective branches are also maintained.

Policies and Procedures

Personal Information Banks

None

Administration

Human Resources Branch and Finance Branch provide certain centralized administrative services to the commission. Human Resources Branch provides contractual services, benefits administration and policy implementation with respect to employees. Finance Branch through the accounting department provides payroll services to employees. The operational divisions are responsible for employee planning, development, training and performance. Employee data are retained in the operational divisions.

General Classes or Types of Records

Contain general administrative information as described in Chapter II of this directory.

Personal Information Banks

Contain personal information required for the administration of commission personnel.

Employee Accident Information - Personal Injuries

Location: Human Resources Branch. **Legal Authority:** Ontario Northland Transportation Commission Act, R.S.O. 1980, c.351. **Information Maintained:** Names of persons involved, accident description, location, causes. **Uses:** Record and monitor ONTC vehicle and occupational accidents; produce accident statistics. **Users:** Authorized safety and health staff. **Individuals in Bank:** Employees involved in vehicle and occupational accidents. **Retention and Disposal:** Seven years after termination, then destroyed.

Employee Benefits/Pension Information

Location: Human Resources Branch. **Legal Authority:** Ontario Northland Transportation Commission Act, R.S.O. 1980, c.351. **Information Maintained:** Name, address, employee pension number, employee benefits including disability, sick leave, insurance, pension and fringe benefits. **Uses:** Administer employee benefit and pension plans. **Users:** Human Resources and Accounting staff. **Individuals in Bank:** ONTC employees. **Retention and Disposal:** Seven years after termination, then destroyed.

Employee Medical Information

Location: Human Resources Branch. **Legal Authority:** Ontario Northland Transportation Commission Act, R.S.O. 1980, c.351. **Information Maintained:** Name, Social Insurance Number, sex, date of birth, occupation, medical and health data. **Uses:** Monitor and assess the health of ONTC employees. **Users:** Occupational Health supervisor, authorized Human Resources staff. **Individuals in Bank:** ONTC employees. **Retention and Disposal:** Seven years after termination, then destroyed.

External Applications for Employment

Location: Human Resources Branch. **Legal Authority:** Ontario Northland Transportation Commission Act, R.S.O. 1980, c.351. **Information Maintained:** Personal data contained on applications and resumes. **Uses:** Screen and select external applicants for employment. **Users:** Director of Human Resources, Manager of Personnel, line managers, supervisors in operational divisions. **Individuals in Bank:** External applicants seeking employment with ONTC. **Retention and Disposal:** 90 days from date of application, then destroyed.

Salary Administration

Location: Accounting Office. **Legal Authority:** Ontario Northland Transportation Commission Act, R.S.O. 1980, c.351. **Information Maintained:** Name, number, payroll number, record of absences, date of entry into service. **Uses:** Administer salaries; timekeeping. **Users:** Director of Human Resources, Director of Finance, related administrative staff. **Individuals in Bank:** ONTC employees. **Retention and Disposal:** Seven years after termination, then destroyed.

Workers' Compensation Information

Location: Human Resources Branch. **Legal Authority:** Ontario Northland Transportation Commission Act, R.S.O. 1980, c.351. **Information Maintained:** Name, claim number, date of birth, employee number, record of absences, record of payment, Workers' Compensation Board correspondence. **Uses:** Administer the Workers' Compensation Plan. **Users:** Director of Human Resources, supervisors in operational divisions. **Individuals in Bank:** Employees receiving compensation under the Workers' Compensation Act. **Retention and Disposal:** Seven years after termination, then destroyed.

Rail Services Division

The Ontario Northland Railway provides rail freight and some highway freight services as well as passenger services from North Bay to Moosonee with branch lines to Timmins and Rouyn/Noranda, Quebec. In addition, spur lines service the mining and logging industries in northern Ontario.

General Classes or Types of Records

Contain technical data on the operations of the Ontario Northland Railway and also information on property, equipment, marketing programs, tariffs and rates relating to Ontario Northland's rail services.

Accidents (occurrences, prevention and safety)
Bridges
Buildings - Stations
Cars (general, freight, passenger, work)
Construction
Contracts, Agreements and Rights Acquired
Customer Relations Records
Intermodal Equipment
Locomotives
Marketing Records (files, reports, surveys)
Materials and Supplies (stores stocks, commodity class, machinery and tools)
Property (land with and without structures)
Rate Structures and Tariffs
Right-of-Way (crossings, signals and signs)
Rolling Stock and Vehicles
Statements, Reports, Statistics
Track (rail, spurs and sidings, ties)
Traffic (associations, baggage, commodities, freight)
Train Operation (general, freight and passenger)

Manuals

Rail Services controls the construction, maintenance and operational standards of the Ontario Northland Railway through the use of general and technical manuals.

Association of American Railroads Manuals
Handbook of Railway Operating, Engineering and Traffic Regulations
Marketing and Administrative Manuals
Operating Timetables
Technical Procedural Manuals

Personal Information Banks

Contain information relating to employee accidents, employment disputes, staff assessments, and training and development.

Employee Accident Information

Location: Rail Services Division. **Legal Authority:** Ontario Northland Transportation Commission Act, R.S.O. 1980, c.351. **Information Maintained:** Names of persons involved, accident description, location, causes, corrective measures, police reports, accident investigation reports. **Uses:** Record and monitor ONTC vehicle and occupational accidents; produce accident statistics. **Users:** Senior management, authorized staff. **Individuals in Bank:** Employees involved in vehicle and occupational accidents. **Retention and Disposal:** Seven years after termination, then destroyed.

Employment Disputes

Location: Rail Services Division. **Legal Authority:** Ontario Northland Transportation Commission Act, R.S.O. 1980, c.351. **Information Maintained:** Name, Social Insurance Number, sex, date of birth, occupation, grievance forms and related correspondence, job performance information, investigation hearing notice, statement of settlement or withdrawal, arbitration award. **Uses:** Resolve and document employment disputes. **Users:** Senior Operating Officer-Rail, authorized staff. **Individuals in Bank:** Employees involved in employment disputes. **Retention and Disposal:** Seven years after termination, then destroyed.

Staff Assessment

Location: Rail Services Division. **Legal Authority:** Ontario Northland Transportation Commission Act, R.S.O. 1980, c.351. **Information Maintained:** Name, number, location, job classification, education, employment history, performance appraisals, physical and cognitive assessment test results. **Uses:** Identify candidates for future vacancies, training programs and apprenticeships. **Users:** Senior management, line managers. **Individuals in Bank:** ONTC employees. **Retention and Disposal:** Three years, then destroyed.

Training and Development

Location: Rail Services Division. **Legal Authority:** Ontario Northland Transportation Commission Act, R.S.O. 1980, c.351. **Information Maintained:** Name, number, position, title, supervisor's name and position title, training certificates, driver's license number, educational assistance applications. **Uses:** Schedule, verify and document employee training and certification. **Users:** Senior management, line managers and personnel manager. **Individuals in Bank:** ONTC employees. **Retention and Disposal:** Three years, then destroyed.

Passenger Services Division

Air, bus, marine and rail passenger services are provided by the commission throughout northern Ontario. This division coordinates, monitors and ensures modern, efficient passenger services.

General Classes or Types of Records

Contain information on schedules, rates, fares, charters, customer services, marketing programs and tourism promotion programs related to passenger services.

Air (Norontair flight schedules)
Bus - Ontario Northland Bus Schedules
Bus - Ontario Northland Charters
Contracts, Agreements and Rights Acquired
Customer Relations and Marketing Training Records
Marine - Chi-Cheemaun Ferry Schedules
Marine - Chief Commanda II Charters
Marine - Chief Commanda II Schedules
Marketing Records (files, reports, surveys)
Rail - Interlining Rail Schedules (CN)
Rail - Ontario Northland Railway Excursion Schedules
Rail - Ontario Northland Railway Train Schedules
Rate Structures and Tariffs

Personal Information Banks

Contain information relating to employee accidents, employment disputes, staff assessments, and training and development.

Employee Accident Information

Location: Passenger Services Division. **Legal Authority:** Ontario Northland Transportation Commission Act, R.S.O. 1980, c.351. **Information Maintained:** Names of persons involved, accident description, location, causes, corrective measures, police reports, accident investigation reports. **Uses:** Record and monitor ONTC vehicle and occupational accidents; produce accident statistics. **Users:** Senior management, authorized staff. **Individuals in Bank:** Employees involved in vehicle and occupational accidents. **Retention and Disposal:** Seven years after termination, then destroyed.

Employment Disputes

Location: Passenger Services Division. **Legal Authority:** Ontario Northland Transportation Commission Act, R.S.O. 1980, c.351. **Information Maintained:** Name, Social Insurance Number, sex, date of birth, occupation, grievance forms and related correspondence, job performance information, investigation hearing notice, statement of settlement or withdrawal, arbitration award. **Uses:** Resolve and document employment disputes. **Users:** Senior management, authorized staff. **Individuals in Bank:** Employees involved in employment disputes. **Retention and Disposal:** Seven years after termination, then destroyed.

Staff Assessment

Location: Passenger Services Division. **Legal Authority:** Ontario Northland Transportation Commission Act, R.S.O. 1980, c.351. **Information Maintained:** Name, number, location, job classification, education, employment history, performance appraisals, physical and cognitive assessment test results. **Uses:** Identify candidates for future vacancies, training programs and apprenticeships. **Users:** Senior management, line managers. **Individuals in Bank:** ONTC employees. **Retention and Disposal:** Three years, then destroyed.

Training and Development

Location: Passenger Services Division. **Legal Authority:** Ontario Northland Transportation Commission Act, R.S.O. 1980, c.351. **Information Maintained:** Name, number, position, title, supervisor's name and position title, training certificates, driver's license number, educational assistance applications. **Uses:** Schedule, verify and document employee training and certification. **Users:** Senior management, line managers. **Individuals in Bank:** ONTC employees. **Retention and Disposal:** Three years, then destroyed.

Telecommunications Services Division

Telecommunications services, including regular public network services and the specialized private services normally provided by Bell Canada and CNCP in the balance of the province, are provided in northeastern Ontario by ONTC. A variety of transmission media such as ordinary cable, fibre optic cable, microwave, other radio systems and a limited number of satellite facilities are employed.

General Classes or Types of Records

Contain technical data on the operations of Ontario Northland communications systems and also information on property, equipment, facilities, marketing programs, tariffs and rates and regulations relating to Ontario Northland's telecommunications services.

Agreements and Contracts
Cable Services
Computer Matters (applications systems)
Customer Relations Records
Facilities (construction, installation, maintenance and operation)
Marketing Records (files, reports, surveys)
Radio - Microwave Facilities
Radio - Mobile and Cellular
Satellite Service
Tariffs and Rates - General
Telephone Directories
Telephone Service
Television Service

Manuals

Issued to divisions staff.

Technical Procedural Manuals
Telephone Operating Practices and Procedures

Personal Information Banks

Contain information relating to employee accidents, employment disputes, staff assessments, and training and development.

Employee Accident Information

Location: Telecommunications Services Division. **Legal Authority:** Ontario Northland Transportation Commission Act, R.S.O. 1980, c.351. **Information Maintained:** Names of persons involved, accident description, location, causes, corrective measures, police reports, accident investigation reports. **Uses:** Record and monitor ONTC vehicle and occupational accidents; produce accident statistics. **Users:** Senior management, authorized staff. **Individuals in Bank:** Employees involved in vehicle and occupational accidents.

Retention and Disposal: Seven years after termination, then destroyed.

Employment Disputes

Location: Telecommunications Services Division. **Legal Authority:** Ontario Northland Transportation Commission Act, R.S.O. 1980, c.351. **Information Maintained:** Name, Social Insurance Number, sex, date of birth, occupation, grievance forms and related correspondence, job performance information, investigation hearing notice, statement of settlement or withdrawal, arbitration award. **Uses:** Resolve and document employment disputes. **Users:** Director of Telecommunications Services, authorized staff. **Individuals in Bank:** Employees involved in employment disputes. **Retention and Disposal:** Seven years after termination, then destroyed.

Staff Assessment

Location: Telecommunications Services Division. **Legal Authority:** Ontario Northland Transportation Commission Act, R.S.O. 1980, c.351. **Information Maintained:** Name, number, location, job classification, education, employment history, performance appraisals, physical and cognitive assessment test results. **Uses:** Identify candidates for future vacancies, training programs and apprenticeships. **Users:** Senior management, line managers. **Individuals in Bank:** ONTC employees. **Retention and Disposal:** Three years, then destroyed.

Training and Development

Location: Telecommunications Services Division. **Legal Authority:** Ontario Northland Transportation Commission Act, R.S.O. 1980, c.351. **Information Maintained:** Name, number, position, title, supervisor's name and position title, training certificates, driver's license number, educational assistance applications. **Uses:** Schedule, verify and document employee training and certification. **Users:** Senior management, line managers. **Individuals in Bank:** ONTC employees. **Retention and Disposal:** Three years, then destroyed.

Access

Freedom of Information and Privacy Coordinator
Ontario Northland Transportation Commission
555 Oak Street East
North Bay, Ontario
P1B 8L3
Telephone: (705) 472-4500

A public reading room for the review of manuals and other information is open during regular office hours on the main floor of 195 Regina Street, North Bay

Ontario Stock Yards Board

Head

Chairman
Ontario Stock Yards Board
Suite 339, 590 Keele Street
Toronto, Ontario
M6N 3E3
Telephone: (416) 767-1163

Mandate

The Ontario Stock Yards Board is an agency of the Ministry of Agriculture and Food. The board operates a stock yard providing the physical facilities so that the producers of Ontario can market their livestock competitively.

Organization

The board of directors has seven members and is appointed by the Minister of Agriculture and Food. The board appoints a general manager. One facility at 590 Keele Street is operated by the board.

General Classes or Types of Records

Contain information relating to business dealings with customers, industry and government.

Business (government, industry, customers)
Property (leases, etc.)
Statistics

Personal Information Banks

Contain information relating to board employees.

Personnel and Payroll

Location: Ontario Stock Yards Board. **Legal Authority:** The Stock Yards Act, R.S.O. 1980, c.487. **Information Maintained:** Name, address, telephone number, date of birth, Social Insurance Number, employment history, marital status, income. **Uses:** General administrative purposes; payroll; determine benefit levels and costs. **Users:** Office manager and Payroll Department. **Individuals in Bank:** Hourly and salaried employees. **Retention and Disposal:** Permanent.

Access

General Manager
Ontario Stock Yards
Suite 339, 590 Keele Street
Toronto, Ontario
M6N 3E3
Telephone: (416) 767-1163

A public reading room for the review of manuals and other information is open during regular office hours at 590 Keele Street, Toronto.

Ontario Training Corporation

Head

Chairman of the Board
Ontario Training Corporation
2nd Floor, 1099 Bay Street
Toronto, Ontario
M5S 2B3
Telephone: (416) 975-9260

Mandate

The mandate of the Ontario Training Corporation is to stimulate training activity in the private sector in Ontario, thereby encouraging excellence in workplace training and the development of a skilled and competitive workforce. The corporation is a resource for the private sector in attaining that objective through the provision of investment capital, information and expertise for training.

Organization

Ontario Training Corporation is incorporated under the Ontario Business Corporations Act. A 14-member Board of Directors, drawn from the corporation's key constituencies of business, organized labour, and the training services sector, is responsible for overall policy. The corporation is managed on a day-to-day basis by a full-time President and Chief Executive Officer.

General Classes or Types of Records

Contain background materials associated with the start-up of the corporation.

Board of Directors Meetings
Contractual Arrangements
Finance and Administration Records
Mailing Lists
Special Studies

Personal Information Banks

Contain information on corporation personnel.

Personnel and Payroll

Location: Ontario Training Corporation. **Legal Authority:** Order in Council 1738/87. **Information Maintained:** Name, address, telephone number, date of birth, Social Insurance Number, education, work history, salary, benefits, payroll transactions. **Uses:** Maintain a record of employee work history; administer the corporation's personnel functions; administer payroll. **Users:** Personnel and payroll staff. **Individuals in Bank:** Staff. **Retention and Disposal:** Not determined.

Access

Freedom of Information and Privacy Coordinator
Ontario Training Corporation
2nd Floor, 1099 Bay Street
Toronto, Ontario
M5S 2B3
Telephone: (416) 967-9260

A public reading room for the review of manuals and other information is open during regular office hours at the Ontario Training Corporation, 1099 Bay Street, 2nd Floor, Toronto.

Ontario Waste Management Corporation

Head

Chairman and President
Ontario Waste Management Corporation
11th Floor, 2 Bloor Street West
Toronto, Ontario
M4W 3E2
Telephone: (416) 923-2918
1-800-268-1178

Mandate

The objective of the corporation is to design, construct and operate an industrial- and hazardous-waste treatment facility for Ontario and to develop a long-term program to assist in the reduction and recycling of such wastes. This includes the location of an appropriate site, the selection of the appropriate technology and all necessary and ancillary works associated with obtaining approval under the Environmental Assessment Act of Ontario.

Organization

The corporation is based in Toronto and is responsible for the management of all corporate departments including planning, marketing, communications, operations, project development, and administration and finance. In addition, there is a local community information office in Smithville. The corporation reports to the Ontario Legislature through the Minister of the Environment.

Divisions

The Ontario Waste Management Corporation is organized as a single division.

General Classes or Types of Records

Contain information on general administrative and financial matters, personnel policies and procedures, communications materials, the corporation's financial and resource plans, facilities development, marketing, engineering and technolgy.

Associations/Groups/Universities
Communications - Public Consultation
Conferences/Meetings/Tours
Corporate Organization and Management
Current Practice of Hazardous Waste Management
Engineering/Technology
Environmental Assessment Preparation and Public Hearing
Facilities Development and Site Assessment
Government Consultation
Hazardous Waste Management Research
Marketing - Hazardous Waste Treatment
Operations of Future Waste Treatment Facility and Technology
Site Assessment and Facility Development Consultants

Manuals

Issued to managers to provide direction on corporate administrative policy and practices and details on procedures for obtaining common administrative financial and human resources.

Ontario Waste Management Corporation - Manual of Administration

Personal Information Banks

Personnel Records

Location: Personnel Administration. **Legal Authority:** Ontario Waste Management Corporation Act, S.O. 1981, c.21. **Information Maintained:** Name, Social Insurance Number, payroll, performance reviews, employee contracts, employment benefits, confidentiality and conflict of interest declarations, salary administration. **Uses:** Personnel administration. **Users:** Corporation management and personnel. **Individuals in Bank:** Regular and contract employees of the corporation. **Retention and Disposal:** Variable, then destroyed.

Public Consultation Mailing Lists

Location: Communications. **Legal Authority:** Ontario Waste Management Corporation Act, S.O. 1981, c.21. **Information Maintained:** Name, address, history of information received. **Uses:** Disseminate information on corporate activities. **Users:** Communications staff. **Individuals in Bank:** Individuals requesting written information or those identified as potentially interested in the corporation's activities. **Retention and Disposal:** 25 years, then transferred to archives.

Access

Chairman and President
Ontario Waste Management Corporation
11th Floor, 2 Bloor Street West
Toronto, Ontario
M4W 3E2
Telephone: (416) 923-2918

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Public reading space for the review of manuals and other information are open during regular office hours at 2 Bloor Street West, Toronto, and at the regional office, Village Square Mall, Highway 29 and Industrial Road, Smithville.

Ottawa Congress Centre

Head

General Manager
Ottawa Congress Centre
55 Colonel By Drive
Ottawa, Ontario
K1N 9J2
Telephone: (613) 563-1984

Mandate

The Ottawa Congress Centre operates, maintains and generally manages an international-class convention centre facility in the city of Ottawa in a manner intended to promote and develop the convention industry in Ontario.

Organization

The centre is organized in four divisions - Finance and Administration, Operations, Marketing and Sales, and Food, Beverage and Convention Services - which report to the general manager who, in turn, is responsible to the board of directors.

General Classes or Types of Records

Contain general administrative records as well as the following information.

- Building Projects
- Contractors
- Correspondence with Board of Directors
- Correspondence with Government
- Energy Consumption
- Equipment
- Legal and Auditing Correspondence
- Preventive Maintenance
- Service Contracts
- Suppliers

Manuals

The centre maintains a manual with the description of equipment and the maintenance procedures on that equipment.

- Association Memberships
- Client
- Events
- Marketing Plans and Strategy

Personal Information Banks

The following common personal information banks as described in the introduction to this directory are kept in the Finance and Administration Division.

- General Employment History and Payroll Information
- Employment Application Inventory

Access

♿

General Manager
Ottawa Congress Centre
55 Colonel By Drive
Ottawa, Ontario
K1N 9J2
Telephone: (613) 563-1984
TDD: (613) 238-9336, (613) 238-9567, (613) 238-9307

A public reading room for the review of manuals and other information is open during regular office hours at 55 Colonel By Drive, Ottawa.

Provincial Anti–Drug Secretariat

Head

Director
Provincial Anti–Drug Secretariat
12th Floor, 700 Bay Street
Toronto, Ontario
M5G 1Z6
Telephone: (416) 324–7279

Organization

The Director reports directly to the Deputy Minister, Ministry of Community and Social Services. The secretariat is linked administratively with the Ministry of Community and Social Services and also with the Minister Responsible for Anti–Drug Strategy.

Mandate

The Provincial Anti–Drug Secretariat's objective is to strengthen the capacity of communities to reduce and prevent the incidence and impact of the illegal use of drugs.

The secretariat's specific functions are to provide advice to government on anti–drug strategies and policies; to coordinate anti–drug activities; and to promote innovative ideas in anti–drug prevention, treatment and enforcement. The Provincial Anti–Drug Secretariat assists community groups through a variety of technical supports including training, materials and other resources to community groups, program evaluation services, coordination of services and advice from drug experts.

General Classes or Types of Records

The secretariat does not yet maintain any records.

Personal Information Banks

Contain information on funding to community anti–drug programs.

Communities United Against Drugs Grants Program

Location: Provincial Anti–Drug Secretariat. **Legal Authority:** Ministry of Community and social Services Act, R.S.O. 1980, c.273, s.8. **Information Maintained:** Name, address, telephone number, charitable number, application, reviewers comments and recommendations, amount applied for and/or funded. **Uses:** Decide which projects will receive funding. **Users:** Secretariat staff. **Individuals in Bank:** Contact person for group applying for grant. **Retention and Disposal:** Not determined.

Access

Director
Provincial Anti–Drug Secretariat
12th Floor, 700 Bay Street
Toronto, Ontario
M5G 1Z6
Telephone: (416) 324–7279

♿

A public reading room for the review of manuals and other information is open during regular office hours on the fifth floor at 880 Bay Street, Toronto.

Ministry of Revenue

Head

Minister of Revenue
4th Floor, Hearst Block
900 Bay Street
Toronto, Ontario
M7A 1X7
Telephone: (416) 965-2901

Mandate

The ministry administers the major taxing statutes of Ontario; conducts property assessments to provide the tax base for municipalities; directs the Ontario Tax Credit Program, the Guaranteed Annual Income System, the Ontario Tax Grants for Seniors Program, the Ontario Home Ownership Savings Plan, the Employer Health Tax and the Small Business Development Corporations Program. It also operates the Province of Ontario Savings Office.

Organization

Head office is in Oshawa. The ministry has five divisions with 22 branches, three sections and three units. Ministry programs are administered and the public is served directly by head office and 75 field offices.

Divisions

Audit Services

The division is responsible for the ministry's internal audit functions. These include the review and appraisal of ministry accounting, financial and operational controls.

General Classes or Types of Records

Contain general administration records as described in Chapter II of this directory.

Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

General Employment History and Payroll Information

Property Assessment Program

Responsible for the assessment of all real property in Ontario. The assessments form the basis of residential, commercial, business and school taxes levied by municipalities and the Provincial Land Tax levied by the province. In addition, the program prepares assessments for the Commercial Concentration Tax. Also conducts municipal enumeration to prepare voter lists, jury and school support lists and the provincial census. The program comprises: Assessment Policies and Priorities Branch; Data Services and Development Branch; Special Properties Branch; and Field Operations Branch.

General Classes or Types of Records

Contain information on assessment policy and legislation, information management, reports and statistics produced for internal and municipal purposes, and general administration of all assessment programs and activities.

Apportionments
Appraisal Cards and Property Record Sheets
Assessment Appeals
Building Permits - Reports
Equalization Program
Legislative and Policy Projects and References
Property Sales Analyses and Records
Property Valuations
Quality Control Reports
Reassessments
Special Properties - Studies

Manuals

Issued to assessors to provide detailed guidance in performing assessments. Issued to managers and supervisors to assist in monitoring the quality and consistency of assessments made by staff.

A Guide to the Assessment Act
Assessment - Provincial Land Tax System
Assessment - Quality Control Program
Assessment Program Policy
Assessor's Field Guide
Case Summaries and Topical Papers
Enumeration
Ontario Assessment System (systems specifications, training manual, operating guide, procedures guide)
Ontario Property Assessment Court Case Index
Ontario Valuation Manual - Residential and Farm Properties
Production Output User's Manual

Personal Information Banks

Contain information essential to program delivery relating to property assessment, electoral eligibility status, census, school tax support and jury selection.

Ontario Assessment System (OASYS)

Location: Assessment Field Operations Branch and portions maintained at regional assessment offices. **Legal Authority:** Assessment Act, R.S.O. 1980, c.31. **Information Maintained:** Name, address, year and month of birth, religion if Roman Catholic, sex, citizenship if Canadian, physical inventory of property owned or leased, property value for assessment purposes. **Uses:** Property assessment; determine school tax support status; determine eligibility as a municipal elector or juror; compile provincial census. **Users:** Assessment program staff, municipal clerks and staff, school board officials, Ministry of Municipal Affairs, Ministry of Education, Ministry of the Attorney General. **Individuals in Bank:** Residents, owners and tenants of property in Ontario. **Retention and Disposal:** Destroyed when individual no longer has an ownership or tenancy interest in a property.

Corporate Resources Division

Responsible for providing corporate management and administrative services in support of ministry operating programs. The division is comprised of the following branches: Finance and Priorities Planning; Administrative and Financial Services; Personnel Services; Communications Services; and the Facilities Management Unit.

General Classes or Types of Records

Contain information as described in Chapter II of this directory related to general administrative and financial matters, personnel policies and procedures, electronic data processing and business systems, communications material and press releases, and the ministry's financial and resource plan.

Manuals

Issued to managers to provide direction on ministry administrative policy and practices and details on procedures for obtaining common administrative, financial, logistic and human resources.

Corporate Administrative Procedures
Corporate Financial Procedures
Ministry of Revenue Policy Directives

Personal Information Banks

Contain general administrative and accounting information. The following common personal information banks as described in Chapter II of this directory are maintained.

Career Planning/Training
Central Attendance Recording System (CARS)
Employment Application Inventory
Employment Equity Program
General Employment History and Payroll Information
Grievances and Applications
Identity/Employee Card
Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)
Job Competitions
Library Users Lists
Medical Information (Personnel)
Ombudsman/Human Rights Commission
Parking Records
Performance Management
Travel/Expense Accounts
Workers' Compensation

Control and Review Records

Location: Administrative and Financial Services Branch. **Legal Authority:** Public Service Act, R.S.O. 1980, c.418. **Information Maintained:** Name, Social Insurance Number, salary, financial data (purchase of bonds, travel advance claims, parking charges). **Uses:** Perform reconciliations of ministry accounts ensuring accuracy of transactions recorded. **Users:** Accounting, personnel and audit staff. **Individuals in Bank:** Classified, unclassified and contract staff. **Retention and Disposal:** Six years, then destroyed.

Education Assistance

Location: Administrative and Financial Services Branch. **Legal Authority:** Financial Administration Act, R.S.O. 1980, c.161. **Information Maintained:** Name, Social Insurance Number, financial data. **Uses:** Record ministry expenditures. **Users:** Accounting, personnel and audit staff. **Individuals in Bank:** Employees reimbursed for education expenses. **Retention and Disposal:** Six years, then destroyed.

Home-Owner Employee Relocation Plan

Location: Personnel Services Branch. **Legal Authority:** Financial Administration Act, R.S.O. 1980, c.161. **Information Maintained:** Name, Social Insurance Number, address, financial data related to the sale or purchase of residence. **Uses:** Back- up documentation for claims payment. **Users:** Personnel Branch administrative and audit staff. **Individuals in Bank:** Staff relocating under the Oshawa Relocation Policy or as a result of a change of job location. **Retention and Disposal:** Minimum one year, then destroyed.

Revenue - Human Resources Information System

Location: Personnel Services Branch. **Legal Authority:** Public Service Act, R.S.O. 1980, c.418. **Information Maintained:** Name, Social Insurance Number, sex, date of birth, continuous service date, education, classification level, benefit credit date, address, pension credit date, salary, training and development data, and other basic employee data. **Uses:** Compile human resources control reports, training and development reports, employee profiles. **Users:** Personnel Services Branch staff, ministry managers, selected Civil Service Commission staff. **Individuals in Bank:** Classified and unclassified staff. **Retention and Disposal:** Minimum one year, then destroyed.

Summer Student Employment Programs

Location: Personnel Services Branch. **Legal Authority:** Public Service Act, R.S.O. 1980, c.418. **Information Maintained:** Name, address, education, employment history, references. **Uses:** Select and recruit summer students. **Users:** Personnel administrators, staffing officers, managers, supervisors. **Individuals in Bank:** Summer student applicants. **Retention and Disposal:** One year, then destroyed.

Information Technology Division

Responsible for providing information systems development and maintenance, integrated office systems, end-user computing and support, and operation of the data processing facilities. The division is comprised of the following functional areas: Information Systems Development Branch; Systems and Facilities Management Branch; Research and Development Sections; and the Finance and Administration Section.

General Classes or Types of Records

Contain information on consulting services contracts, as well as general administration records as described in Chapter II of this directory.

Consulting Services Contracts

Personal Information Banks

None

Legal Services

Counsels on legal matters including the interpretation of statutes and regulations; prepares and reviews proposed legislation, regulations, and other legal documents; and supplies/coordinates general legal and prosecution services for the ministry.

General Classes or Types of Records

Contain common general administration records as described in Chapter II of this directory.

Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

- Litigation Files

Province of Ontario Savings Office

Responsible for the administration and operation of 21 branch offices that provide financial banking services to the public.

General Classes or Types of Records

Contain information relating to the operation of the branch offices.

- Customer Accounts
- Financial Operation Records

Personal Information Banks

Contain general administrative and accounting information relating to customer accounts and financial papers.

Province of Ontario Savings Office (POSO) - Customer Accounts

Location: Province of Ontario Savings Office and portions maintained at branch offices. **Legal Authority:** Agricultural Development Finance Act, R.S.O. 1980, c.10. **Information Maintained:** Name, marital status, Social Insurance Number, address, details of financial transactions, telephone number. **Uses:** Administer customers' accounts. **Users:** POSO staff and auditors. **Individuals in Bank:** POSO account-holders. **Retention and Disposal:** Minimum one year to maximum 25 years, then destroyed.

Province of Ontario Savings Office (POSO) - Financial Papers

Location: Province of Ontario Savings Office and portions maintained at branch offices. **Legal Authority:** Agricultural Development Finance Act, R.S.O. 1980, c.10. **Information Maintained:** Name, address, financial details related to the purchase or sale of government and corporate bonds, stocks, guaranteed investment certificates, treasury bills, travellers cheques, other types of securities and assets. **Uses:** Administer and control records associated with the purchase or sale of assets. **Users:** Administrative staff and auditors. **Individuals in Bank:** Customers purchasing or selling financial paper or holding securities for safekeeping. **Retention and Disposal:** Two years, then destroyed.

Tax Revenue and Grants Program

The program administers twelve provincial taxes, the Guaranteed Annual Income System, the Ontario Tax Grants for Seniors Program, Ontario Tax Credits claimed through the federal income tax system, the Employer Health Tax, the Ontario Home Ownership Savings Plan and the Small Business Development Corporations Program. Taxes and benefits programs are administered through the following branches: Corporations Tax; Retail Sales Tax; Motor Fuels and Tobacco Tax; Employer Health Tax; Ontario Home Ownership Savings Plan; and Guaranteed Income and Tax Credit. Other branches in this division are Tax Appeals, Special Investigations, Revenue and Operations Research, Taxation Data Centre, Taxpayer Services and Freedom of Information and Privacy Office.

General Classes or Types of Records

Contain information on the development of legislation for taxing statutes, accounting and revenue control systems, audit policy and procedures, systems development and operations, and general operations and administration concerning the delivery of programs.

- Commercial Concentration Tax Records
- Computer Records of Vendors' and Taxpayers' Returns, Filings, and Payments
- Employee Share Ownership Plan - Records, Reports, Register
- Employer Health Tax Records
- Fuel Tax Inspections - Reports
- General Revenue Control Records
- General Tax and Grants - Inquiries
- Guaranteed Annual Income System - Records and Reports
- Land Registration
- Land Speculation Tax
- Land Transfer Tax
- Legal Action and Special Investigation Branch - Case Referrals
- Liens - Correspondence
- Ontario Home Ownership Savings Plan - Register, Records and Reports
- Ontario Homebuyers' Grant Collection System - Records and Reports
- Ontario Pensioners' Property Tax Assistance Systems - Records and Reports
- Race Tracks Tax
- Rebates and Refunds
- Revenue Administration - Internal Control Systems
- Small Business Development Corporations - Records, Reports, Register
- Special Investigations
- Tax Administration (technical files)
- Tax Banking
- Tax Policy Units' Project
- Tax Roll - Files, Records and Reports
- Taxpayers - Audit Files and Inspection Reports
- Vendor Files - Retail Sales Tax Branch

Manuals

Issued to all staff involved in the administration of taxing statutes, tax credits or grants. Provide detailed guidance on policy and procedures.

- Corporations Tax - Audit, Collections/Default, Tax Roll, Correspondence, Accounts
- Employee Share Ownership Plan - Interpretations
- Fuel and Terminal Inspections
- Guaranteed Annual Income System - Procedures and Interpretations
- Land Transfer Tax
- Mining Tax - Audit
- Motor Fuels and Tobacco Tax Branch - Interpretations, Audit, Rulings, Customer Services
- Objection and Appeal Procedures (Tax Revenue and Grants Program)
- Ontario Home Ownership Savings Plan - Interpretations
- Ontario Motor Vehicle Licence Issuer's Handbook

Ontario Pensioners Property Tax Assistance Accounts,
  Benefits Administration, Inquiry Management Centre
Ontario Tax Credit/Grants Interpretation
Provincial Land Tax
Retail Sales Tax - Audit, Default/Delinquency, Special
  Vendor Assistance Program Handbook/Refund
  Handbook, Vendor Administration
Returns and Remittance
Small Business Development Corporations Program
Special Investigations - Investigations, Prosecutions
Understanding Ontario Sales Tax

Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

Freedom of Information and Protection of Privacy
  Act Requests

Also contain information related to financial transactions of individuals and used by ministry staff in administrative, audit, investigative and compliance actions related to tax statutes, grants and credit programs.

Chattel Purchases, Private Sales and Cross-Border Purchases by Ontario Residents

Location: Retail Sales Tax Branch and Retail Sales Tax field offices. **Legal Authority:** Retail Sales Tax Act, R.S.O. 1980, c.454. **Information Maintained:** Name, address and description of items purchased and sold by parties to these transactions. **Uses:** Monitor payment of sales tax due on these transactions; raise and collect assessments in cases of non-compliance with the legislation. **Users:** Ministry audit staff. **Individuals in Bank:** Purchasers and sellers involved in chattel purchases, private sales and cross-border purchases. **Retention and Disposal:** Two years, then destroyed.

Employee Share Ownership Plan (ESOP) - Grant Recipients

Location: Motor Fuels and Tobacco Tax Branch. **Legal Authority:** Employee Share Ownership Plan Act, S.O. 1988, c.3. **Information Maintained:** Name, address, registration number, financial details of investment, grant payments. **Uses:** Determine approval and payment of grants to eligible employees under the act. **Users:** Operational, administrative and audit staff. **Individuals in Bank:** Employee grant recipients who have purchased shares in their employer corporations. **Retention and Disposal:** Not determined.

Guaranteed Annual Income System (GAINS) Program Files

Location: Guaranteed Income and Tax Credit Branch. **Legal Authority:** Ontario Guaranteed Annual Income Act, R.S.O. 1980, c.336. **Information Maintained:** Name, address, Social Insurance Number or other assigned personal identification number, date of death, old age security and guaranteed-income supplement payment data, spouse's identifying information, trustee information, GAINS payment information. **Uses:** Determine eligibility for and amount of monthly GAINS payments; respond to inquiries from seniors and their agents. **Users:** Ministry and audit staff. Disclosure also permitted to Health and Welfare Canada, Revenue Canada Taxation, Ministry of Treasury and Economics, Ministry of Community and Social Services and MPPs to facilitate delivery of the program. **Individuals in Bank:** Ontario residents aged 65 or over who are current or potential recipients. **Retention and Disposal:** Maximum of seven years, then destroyed.

Motor Vehicle Transfers (MV-1, MV-2)

Location: Retail Sales Tax Branch. **Legal Authority:** Retail Sales Tax Act, R.S.O. 1980, c.454. **Information Maintained:** Name and address of new and previous owner of motor vehicle, financial details of private sale/purchase of a motor vehicle. **Uses:** Verify payment of sales tax; confirm entitlement to tax exemptions; investigate suspect declarations; raise assessments where appropriate. **Users:** Branch and audit staff. **Individuals in Bank:** Individuals transferring ownership of motor vehicles through private sales. **Retention and Disposal:** Two years, then destroyed.

Ontario Home Ownership Savings Plan (OHOSP)

Location: Guaranteed Income and Tax Credit Branch. **Legal Authority:** Ontario Home Ownership Savings Plan Act, S.O. 1988, c.35; Ontario Income Tax Act, R.S.O. 1980, c.213. **Information Maintained:** Planholder's name, address, telephone number, Social Insurance Number, date of birth, death date, marital status, spouse's information, name of depositary, OHOSP registration number, account number, financial institution branch number, date plan created, contribution amount, lawyer's name and address, property description, proposed closing date of purchase of the eligible home; address of property, total cost of property, OHOSP transfer date, plan termination date, recaptured tax credit amount, adjustment/reassessment data, OHOSP tax credit issue/adjustment date(s), total amounts of issued OHOSP credits, income amounts of planholder(s). **Uses:** Determine eligibility of planholder and property being purchased; respond to enquiries from planholder. **Users:** Operational, administrative, audit and management staff. **Individuals in Bank:** Ontario residents aged 18 or over who have opened OHOSP accounts with despositaries. **Retention and Disposal:** Retained until December 31, 2002, then destroyed.

Ontario Homebuyers' Grant Collections Program Files

Location: Guaranteed Income and Tax Credit Branch. **Legal Authority:** Ontario Home Buyers Grant Act, S.O. 1975, c.4. **Information Maintained:** Name, Social Insurance Number, locator number, lien status information, amount receivable data. **Uses:** Record and verify the collection of grant recipients' accounts receivable; respond to inquiries from recipients and their agents. **Users:** Branch and audit staff. **Individuals in Bank:** Grant recipients who currently have accounts receivable with the Ministry of Revenue. **Retention and Disposal:** Four years, then destroyed.

Ontario Tax Grant Program Files

Location: Guaranteed Income and Tax Credit Branch. **Legal Authority:** Ontario Pensioners Property Tax Assistance Act, R.S.O. 1980, c.352. **Information Maintained:** Name, address, Social Insurance Number or other identifying number, date of birth, date of death, marital status, rent or property tax, grant payment data, trustee information. **Uses:** Determine eligibility for and amount of property tax, sales tax, and home heating grants and respond to inquiries from seniors or their agents. **Users:** Ministry and audit staff. Disclosure also to Health and Welfare Canada, Revenue Canada Taxation, Ministry of Treasury and Economics and MPPs. **Individuals in Bank:** Ontario residents aged 65 or over who are current or potential recipients of property tax, sales tax, and home heating grants. **Retention and Disposal:** Four years, then destroyed.

Provincial Land Tax Register

Location: Motor Fuels and Tobacco Tax Branch. **Legal Authority:** Provincial Land Tax Act, R.S.O. 1980, c.399, s.6. **Information Maintained:** Name and address of registered owners and Crown tenants, licence-of-occupation and land-use permit holders, description and assessed value of property, assessment roll and Provincial Land Tax Register account numbers, annual tax and financial information pertaining to current taxes and arrears, membership of Local Services and Roads Boards. **Uses:** Produce annual billing to collect property taxes and Local Services Boards' levies for properties located in unorganized areas of the province; publish annually in the Ontario Gazette a list of cautioned properties liable for forfeiture. **Users:** Operational, administrative, audit and management staff. **Individuals in Bank:** Registered owners, Crown tenants, and licence-of-occupation and land-use permit holders. **Retention and Disposal:** Not determined.

Refunds - Alternative Fuel Vehicles and Conversion Kits

Location: Taxation Data Centre. **Legal Authority:** Retail Sales Tax Act, R.S.O. 1980, c.454. **Information Maintained:** Name, address, telephone number, details of vehicle purchase, vehicle conversion to use of alternative fuel or purchase of conversion kit. **Uses:** Verify eligibility for refunds. **Users:** Ministry and audit staff. **Individuals in Bank:** Refund claimants. **Retention and Disposal:** Three years, then destroyed.

Refunds - Transportation of Persons With Permanent Physical Disabilities

Location: Taxation Data Centre. **Legal Authority:** Retail Sales Tax Act, R.S.O. 1980, c.454. **Information Maintained:** Name, address, date of birth, medical condition and details of vehicle purchase. **Uses:** Verify eligibility for sales tax refund. **Users:** Ministry and audit staff. **Individuals in Bank:** Refund claimants. **Retention and Disposal:** Three years, then destroyed.

Refunds, Visitors to Ontario - Transient Accommodation and Goods Removed Within 30 Days

Location: Taxation Data Centre. **Legal Authority:** Retail Sales Tax Act, R.S.O. 1980, c.454. **Information Maintained:** Name, address, telephone number and details of transient accommodation and purchases made in Ontario by claimants. **Uses:** Verify eligibility for refund. **Users:** Ministry and audit staff. **Individuals in Bank:** Refund claimants. **Retention and Disposal:** Three years, then destroyed.

Retail Sales Tax - General Refunds

Location: Retail Sales Tax Branch. **Legal Authority:** Retail Sales Tax Act, R.S.O. 1980, c.454. **Information Maintained:** Name, address, details of financial transactions. **Uses:** Determine eligibility for tax refunds. **Users:** Administrative and audit staff. **Individuals in Bank:** Tax refund claimants. **Retention and Disposal:** Three years, then destroyed.

Small Business Development Corporations (SBDC) - Grant Recipients

Location: Motor Fuels and Tobacco Tax Branch. **Legal Authority:** Small Business Development Corporations Act, R.S.O. 1980, c.475. **Information Maintained:** Name, address, date of birth, financial details of investment. **Uses:** Assist in the approval and payment of grants to investors under the act. **Users:** Operational, administrative and audit staff, Ministry of Treasury and Economics. **Individuals in Bank:** SBDC investors. **Retention and Disposal:** Minimum one year, then destroyed.

Special Investigations

Location: Special Investigations Branch. **Legal Authority:** Land Transfer Tax Act, R.S.O. 1980, c.231; Retail Sales Tax Act, R.S.O. 1980, c.454; Gasoline Tax Act, R.S.O. 1980, c.186; Fuel Tax Act, S.O. 1981, c.59; Corporation Tax Act, R.S.O. 1980, c.97; Tobacco Tax Act, R.S.O. 1980, c.502; Employer Health Tax Act, S.O. 1989, c.76; Mining Tax Act, R.S.O. 1980, c.269; Income Tax Act, R.S.O. 1980, c.213; Race Tracks Tax Act, S.O. 1988, c.2; Small Business Development Corporations Act, R.S.O. 1980, c.475; Ontario Home Ownership Savings Plan Act, S.O. 1988, c.35; Employee Share Ownership Plan Act, S.O. 1988, c.3; Ontario Pensioners Property Tax Assistance Act, R.S.O. 1980, c.352; Ontario Guaranteed Annual Income Act, R.S.O. 1980, c.336. **Information Maintained:** Name, age, business position, financial business information of individuals or companies under investigation. **Uses:** Investigate allegations against an individual or business. The branch discloses personal information under written agreement. Such disclosures are authorized under s.42(f) and s.42(g) of the Freedom of Information and Protection of Privacy Act. **Users:** Staff investigators, Tax Appeals, Legal Branch and audit staff. **Individuals in Bank:** Individuals suspected of non-compliance with requirements of tax revenue statutes and grants program administration. **Retention and Disposal:** Six years, then destroyed.

Tax Revenue and Grants Program - Appeal Files

Location: Tax Appeals Branch. **Legal Authority:** Commercial Concentration Tax Act, S.O. 1989, c.75; Corporations Tax Act, R.S.O. 1980, c.97; Employer Health Tax Act, S.O. 1989, c.76; Retail Sales Tax Act, R.S.O. 1980, c.454; Ontario Home Ownership Savings Plan Act, S.O. 1988, c.35; Gasoline Tax Act, R.S.O. 1980, c.186; Tobacco Tax Act, R.S.O. 1980, c.502; Land Transfer Tax Act, R.S.O. 1980, c.231; Small Business Development Corporations Act, R.S.O. 1980, c.475; Ontario Pensioners Property Tax Assistance Act, R.S.O. 1980, c.352; Ontario Guaranteed Annual Income Act, R.S.O. 1980, c.336; Fuel Tax Act, S.O. 1981, c.59; Mining Tax Act, R.S.O. 1980, c.269; Employee Share Ownership Plan Act, S.O. 1988, c.3; Race Tracks Tax Act, S.O. 1988, c.2. **Information Maintained:** Name, address, telephone number, account number, permit number, Old Age Security Number, Social Insurance Number, financial transactions, personal opinions, legal opinions, third-party references, correspondence and replies. **Uses:** Review tax assessments or disallowances of refunds or grants which are under appeal. **Users:** Tax Appeals Branch staff, auditors, managers, lawyers and staff in other branches of the ministry. **Individuals in Bank:** Individuals filing a notice of appeal with the Tax Appeals Branch. **Retention and Disposal:** Six years, then destroyed; select files to archives.

Precedent files retained until obsolete, then transferred to archives.

Tax Revenue and Grants Program - Objection Files

Location: Tax Appeals Branch. **Legal Authority:** Commercial Concentration Tax Act, S.O. 1989, c.75; Corporations Tax Act, R.S.O. 1980, c.97; Employer Health Tax Act, S.O. 1989, c.76; Retail Sales Tax Act, R.S.O. 1980, c.454; Ontario Home Ownership Savings Plan Act, S.O. 1988, c.35; Gasoline Tax Act, R.S.O. 1980, c.186; Tobacco Tax Act, R.S.O. 1980, c.502; Land Transfer Tax Act, R.S.O. 1980, c.231; Small Business Development Corporations Act, R.S.O. 1980, c.475; Ontario Pensioners Property Tax Assistance Act, R.S.O. 1980, c.352; Ontario Guaranteed Annual Income Act, R.S.O. 1980, c.336; Fuel Tax Act, S.O. 1981, c.59; Mining Tax Act, R.S.O. 1980, c.269; Employee Share Ownership Plan Act, S.O. 1988, c.3; Race Tracks Tax Act, S.O. 1988, c.2. **Information Maintained:** Name, address, telephone number, account number, permit number, Old Age Security Number, Social Insurance Number, financial transactions, personal opinions, third-party references, legal opinions, correspondence and replies. **Uses:** Review tax assessments or disallowances of refunds or grants which are under objection. **Users:** Tax Appeals Branch staff, auditors, managers, lawyers and staff in other branches of the ministry. **Individuals in Bank:** Individuals filing a notice of objection with the Tax Appeals Branch. **Retention and Disposal:** Six years, then destroyed; select files to archives. Precedent files retained until obsolete, then transferred to archives.

Public Records

The Tax Revenue and Grants Program administers the Land Transfer Tax Act (a tax paid each time Ontario land is sold). Information contained in the Land Transfer Tax Affidavit is considered a public record.

The Property Tax Assessment Program collects and maintains a wide range of personal information. Much of the information is collected for public use and is a matter of public record. It is generally available through municipal or school board offices, regional offices or other sources. The "Property Assessment Public Information" record as described below is a subset of data from the Ontario Assessment System (OASYS) database.

Land Transfer Tax Affidavit

Purpose: Record all Affidavits of Residence and Value of the Consideration filed for any conveyance of land where a payment of tax has been made under the act directly to the Ministry of Revenue. **Legal Authority:** Land Transfer Tax Act, R.S.O. 1980, c.231, as amended. **Information Maintained:** Legal description of land, transferor's name, transferee's name, the residency status of the transferee, financial particulars and information regarding the allocation of the consideration passing for the conveyance. In addition, the following information may appear: information as to the nature of the land conveyed, information as to the nature of the conveyance, type of instrument involved, address of the property conveyed, assessment roll number, mailing address for the Assessment Act purposes, registration number of the previous instrument dealing with the land conveyed, name and address of the transferee's solicitor. **Retrievability:** Direct payment receipt number. **Retention and Disposal:** Not determined. **Access Procedures:** Searches as to the information listed on the affidavit only may be requested in person, by mail or telephone by contacting the Land Transfer Tax Section, Motor Fuels and Tobacco Tax Branch, Ministry of Revenue, 33 King Street West, Oshawa, L1H 8H9, telephone: (416) 433-6361 or (416) 965-1774, ext. 6361 (Toronto line).

Property Assessment Public Information

Purpose: Produce the assessment roll; compile a list of persons entitled to direct school taxes; compile an enumeration list for municipal elections. **Legal Authority:** Assessment Act, R.S.O. 1980, c.31; Municipal Elections Act, R.S.O. 1980, c.308; Education Act, R.S.O. 1980, c.129. **Information Maintained:** Name, assessment roll number, mailing address, property location, legal description of property, occupancy status, religion if Roman Catholic, school system supported, property value for assessment purposes. **Retrievability:** Name, assessment roll number, property address or legal description of property. **Retention and Disposal:** Destroyed when individual no longer has an ownership or tenancy interest in property. **Access Procedures:** Primary custodians of this information are municipalities. Requests for information should be referred to municipal clerks. Ministry of Revenue regional assessment offices will also respond to personal, telephone and written inquiries. Addresses are listed in the Government of Ontario Telephone Directory.

Access

Freedom of Information and Privacy Coordinator
Ministry of Revenue
P.O. Box 627
33 King Street West
Oshawa, Ontario
L1H 8H5
Telephone: (416) 433-6028
Toll Free: 1-800-263-3971
TDD: 1-800-263-7776

Manuals and other information are available for public review during regular office hours at the ministry's head office, 33 King Street West, Oshawa.

Royal Ontario Museum

Head

Chairman of the Board
Royal Ontario Museum
100 Queen's Park
Toronto, Ontario
M5S 2C6
Telephone: (416) 586-5722

Mandate

The Royal Ontario Museum (ROM) systematically collects and exhibits natural specimens, artifacts, documents and other materials, to make known to the public the natural history of Ontario, Canada and the world, and to make known to the public the history of mankind in all the ages. It conducts and publishes original scholarly research on those collections and the subjects represented by them, and interprets those collections and the results of that research to the public through galleries, special exhibitions, writing, teaching, lecturing, and the operation of the McLaughlin Planetarium.

Organization

The business affairs of the Royal Ontario Museum are controlled and directed by a Board of Trustees to whom the Director, as Chief Executive Officer, reports. The museum is organized into an executive office and six divisions.

Divisions

Board of Trustees and Executive

The Board of Trustees controls and directs the business affairs of the museum and provides direction to the Director. The board consists of twenty-one trustees, fifteen of whom are appointed by the Lieutenant Governor in Council, three of whom are elected by the museum membership, and three of whom are ex-officio members: the President and the Chairman of the Governing Council of the University of Toronto, and the Director of the museum. The Director is responsible for the overall management of the museum in conformance with direction from the Board of Trustees.

General Classes or Types of Records

Contain information relating to board and board committee meetings, museum policies, insurance, legal documents, and general administration, planning and management records.

Bylaws
Committees
Minutes

Manuals

An administrative procedures manual is available to all staff, and an orientation manual is provided to members of the Board of Trustees.

Policies and Procedures
Trustees' Orientation Manual

Personal Information Banks

Contain information on trustees and committee members of the museum and specific-use insurance files.

Drivers List

Location: Director's Office. **Legal Authority:** Royal Ontario Museum Act, R.S.O. 1980, c.458, s.5. **Information Maintained:** Name, address, driver's licence number. **Uses:** Record authorized users of museum vehicles for insurance purposes. **Users:** Senior administrative staff. **Individuals in Bank:** Employees whose duties may require them to operate museum vehicles. **Retention and Disposal:** Not determined.

Museum Trustees

Location: Board Office. **Legal Authority:** Royal Ontario Museum Act, R.S.O. 1980, c.458, s.4(1). **Information Maintained:** Name, address, employment, education, professional associations. **Uses:** Maintain a record of trustees of the museum. **Users:** Trustees and senior management. **Individuals in Bank:** Trustees, honorary trustees and subcommittee members. **Retention and Disposal:** Permanent.

Administration and Finance Division

The Administration and Finance Division is responsible for the maintenance and security of the building, the provision of office and computer services, the provision of financial services including purchasing and the operation of the museum's publications department.

General Classes of Types of Records

Contain general administrative records as described in Chapter II of this directory.

Personal Information Banks

Contain administrative information on museum employees and volunteers.

Identity/Employee Card

Location: Security Administration Office. **Legal Authority:** Royal Ontario Museum Act, R.S.O. 1980, c.458, s.5. **Information Maintained:** Name, department, position, hours of authorized access, expiry date, photograph. **Uses:** Regulate access to museum premises. **Users:** Security staff. **Individuals in Bank:** Staff and volunteers issued with a pass. **Retention and Disposal:** Not determined.

Key Holders Distribution List

Location: Security Administration Office. **Legal Authority:** Royal Ontario Museum Act, R.S.O. 1980, c.458, s.5. **Information Maintained:** Name, department, keys issued, issue date, internal telephone number, signature of key holder. **Uses:** Record distribution of keys for security purposes. **Users:** Security administrative staff. **Individuals in Bank:** Employees issued with keys. **Retention and Disposal:** Not determined.

Payroll Information

Location: Finance Department. **Legal Authority:** Royal Ontario Museum Act, R.S.O. 1980, c.458, s.5. **Information Maintained:** Name, date of birth, address, payroll transactions, employee benefits and deductions, employee number. **Uses:** Issue pay cheques; prepare T4s; generate management reports; record payroll/benefits transactions. **Users:** Finance department staff, Human Resources staff and senior management. **Individuals in Bank:** Museum employees.

Retention and Disposal: Seven years after termination, then destroyed.

Travel/Expense Accounts

Location: Finance Department. **Legal Authority:** Royal Ontario Museum Act, R.S.O. 1980, c.458, s.5. **Information Maintained:** Name, Social Insurance Number, record of total expense account for fiscal year. **Uses:** Record advance account and expenditure totals. **Users:** Finance Department staff. **Individuals in Bank:** Museum employees. **Retention and Disposal:** Seven years after fiscal year end, then destroyed.

Curatorial Division

The Curatorial Division is responsible for the acquisition of museum collections, the conservation and management of the collections, and for research on and study of those collections. The division is organized into three functional groups: Science Departments, Art and Archaeology Departments, and Service Departments.

General Classes or Types of Records

Contain information that supports curatorial research.

Acquisition and Deaccessioning Records
Appraisals
Archives
Collection Management Records
Conservation
Risk Management Records
Scholarly Research

Personal Information Banks

Contain information on professional activities of employees within the division and donors to the museum.

Collections Donor List

Location: Registration Department. **Legal Authority:** Royal Ontario Museum Act, R.S.O. 1980, c.458, s.5. **Information Maintained:** Name, address, description of donation, appraisal of value (if tax receipt requested). **Uses:** Maintain record of donations to the museum; generate tax receipts; generate statistical reports. **Users:** Registration Department staff. **Individuals in Bank:** Persons who have donated or loaned artifacts or specimens to the museum. **Retention and Disposal:** Permanent.

Curatorial Staff Members' Professional Activities

Location: Office of the Associate Director, Curatorial's Office. **Legal Authority:** Royal Ontario Museum Act, R.S.O. 1980, c.458, s.5. **Information Maintained:** Name, rank upon appointment, present appointment status, date and place of birth, citizenship, marital status and spouse's name, number of children, education, history of professional activities, dates of promotion, salary. **Uses:** Maintain a record of curatorial staff to review for promotion; record biographical information; generate management reports. **Users:** Senior management, Board Curatorial Promotions Committee members. **Individuals in Bank:** Employees in the Curatorial Division. **Retention and Disposal:** Until superceded, then destroyed.

Development and Membership Division

The Development and Membership Division is responsible for fundraising and the provision of membership services including regular mailings of newsletters and notices.

General Classes or Types of Records

Contain information relating to fundraising and membership, and revenue generating activities; for public relations and marketing; and for visitor services.

Communications Records
Fundraising Projects
Members' Newsletter
Shops' Operations

Personal Information Banks

Contain information about the museum's members and donors.

Donor List

Location: Development and Membership Office. **Legal Authority:** Royal Ontario Museum Act, R.S.O. 1980, c.458, s.5. **Information Maintained:** Name, address, amount of donation to the Royal Ontario Museum. **Uses:** Maintain record of donors to the museum; generate tax receipts; generate mailing lists. **Users:** Development and Membership staff, Finance Department staff. **Individuals in Bank:** Donors of funds to the Royal Ontario Museum. **Retention and Disposal:** Not determined.

Membership List

Location: Development and Membership Office. **Legal Authority:** Royal Ontario Museum Act, R.S.O 1980, c.458, s.5. **Information Maintained:** Name, address, category of membership. **Uses:** Maintain record of museum members; generate mailing lists. **Users:** Development and Membership staff. **Individuals in Bank:** Royal Ontario Museum members. **Retention and Disposal:** Duration of membership, then destroyed.

Exhibits Division

The Exhibits Division is responsible for planning, building and evaluating galleries and exhibitions.

General Classes or Types of Records

Contain information relating to overall planning and management of museum exhibits, displays and galleries.

Display Maintenance
Exhibit Designs and Specifications
Exhibitions Planning
Signage

Personal Information Banks

None

Human Resources Division

The Human Resources Division is responsible for providing direction for and the administration of all Personnel/Human Resources matters.

General Classes of Types of Records

Contain general administrative records as described in Chapter II of this directory, relating to personnel administration and human resource management.

Personal Information Banks

Contain information on museum employees.

Central Attendance Recording System

Location: Personnel Department. **Legal Authority:** Royal Ontario Museum Act, R.S.O. 1980, c.458, s.5. **Information Maintained:** Name, record of work attendance. **Uses:** Provide statistical reports on attendance; record absences. **Users:** Managers, personnel department employees. **Individuals in Bank:** Employees. **Retention and Disposal:** Variable up to two years, then destroyed or incorporated into employee personnel file.

Employment History and Payroll Information

Location: Personnel Department and Finance Department. **Legal Authority:** Royal Ontario Museum Act, R.S.O. 1980, c.458, s.5. **Information Maintained:** Name, address, work history, payroll transactions, employee benefit information, attendance records. **Uses:** Record employee's work history and payroll/benefit information. **Users:** Personnel staff, department heads, auditors. **Individuals in Bank:** Employees. **Retention and Disposal:** Not determined.

Grievances

Location: Personnel Department and individual departments. **Legal Authority:** Royal Ontario Museum Act, R.S.O. 1980, c.458, s.5. **Information Maintained:** Name, grievance, arbitration award. **Uses:** Comply with collective agreement process; document grievance process; generate management reports. **Users:** Personnel staff, senior managers. **Individuals in Bank:** Members of ROM bargaining unit. **Retention and Disposal:** Variable after conclusion of the grievance, then destroyed.

Job Competitions

Location: Personnel Department. **Legal Authority:** Royal Ontario Museum Act, R.S.O. 1980, c.458, s.4(1). **Information Maintained:** Name, address, application forms, resumes, job advertisement, screening information, appointment of successful candidate information. **Uses:** Document the hiring process; provide statistical data. **Users:** Personnel Department staff, department managers, auditors. **Individuals in Bank:** Applicants for ROM positions. **Retention and Disposal:** Maximum three months after competition, then destroyed.

Medical Information (Personnel)

Location: Personnel Department/Human Resources Division. **Legal Authority:** Royal Ontario Museum Act, R.S.O. 1980, c.458, s.5; Occupational Health and Safety Act (OHSA), R.S.O. 1980, c.321. **Information Maintained:** Name, health records, reports, claims. **Uses:** Satisfy requirements of OHSA; verify health status; authorize leaves. **Users:** Personnel staff, managers, auditors, benefit carriers as required. **Individuals in Bank:** Employees. **Retention and Disposal:** Not determined.

Payroll, Personnel and Employee Benefits System

Location: Personnel/Finance Departments. **Legal Authority:** Royal Ontario Museum Act, R.S.O. 1980, c.458, s.4(1). **Information Maintained:** Name, date of birth, address, Social Insurance Number, pay level, benefit coverage, other basic employee information. **Uses:** Issue pay cheques; prepare statistical reports; calculate pension contributions. **Users:** Managers, Personnel and Finance Department staffs, some information for relevant unions, insurance companies and banks involved in payroll and benefits system. **Individuals in Bank:** Employees. **Retention and Disposal:** Not determined.

Public Programs Division

The Public Programs Division is responsible for the provision of educational programs, and outreach services. The division also operates the McLaughlin Planetarium.

General Classes of Types of Records

Contain information relating to the overall planning and management of the museum's public programs.

French Language Services
Museum Advisory Services
Planetarium Operations

Personal Information Banks

None

Access

Freedom of Information and Privacy Coordinator
Royal Ontario Museum
100 Queen's Park
Toronto, Ontario
M5S 2C6
Telephone: (416) 586-5639
Fax: (416) 586-8044

A public reading room for the review of manuals and other information is open from 10:00 a.m. to 4:30 p.m., Monday to Friday, at 100 Queen's Park, Toronto.

St. Clair College of Applied Arts and Technology

Head

Chairman, Board of Governors
St. Clair College of Applied Arts and Technology
2000 Talbot Road West
Windsor, Ontario
N9A 6S4
Telephone: (519) 253-4232

Mandate

Serving the counties of Essex and Kent, St. Clair College provides career-oriented education and training geared to local employment requirements in the areas of applied arts, business, technology and trades, community and industrial services, health sciences, social services, general education and continuing education.

Organization

St. Clair College is governed by a Board of Governors with the college President as Chief Executive Officer. The college is organized into four divisions - Academic, Student and Administrative Services, Thames Campus, and Human Resources - and provides programs and services at the Main (South) Campus, the Industrial Resource Centre in Windsor, at the Thames Campus in Chatham and the Youth Employment Counselling Centre (FUTURES) in Windsor. Administrative headquarters are located in Windsor at the South Campus, Talbot Road.

General Classes or Types of Records

Contain operational records common to community colleges and general administration records as described in Chapter II of this directory.

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

- Board of Governors Membership
- Co-op, Work Term, Final Job Placements
- Dental Clinic Patients
- Employee Personnel, Payroll and Benefits Records
- FUTURES Program Applicants and Participants
- Graduate and Alumni Records
- Health and Medical Records
- Job Competitions and Applications
- Library Users Lists
- Ontario Basic Skills Program Trainees
- Ontario Training Incentive Program Trainees
- Ontario Student Assistance Program
- Professional Development
- Scholarships and Awards
- Student Athletics and Fitness Programs
- Student Counselling
- Student Applications
- Student Registration and Academic History
- Teacher Workload Records (Standard Workload Form)
- Test, Examinations and Assessments
- Vocational Testing and Counselling
- Workers' Compensation

Access

Freedom of Information and Privacy Coordinator
St. Clair College of Applied Arts and Technology
2000 Talbot Road West
Windsor, Ontario
N9A 6S4
Telephone: (519) 253-4232, ext. 220

A public reading room for the review of manuals and other information is open during regular office hours at the Main (South) Campus, Windsor.

St. Lawrence College Saint-Laurent

Head

Chair, Board of Governors
St. Lawrence College Saint-Laurent
2288 Parkedale
Brockville, Ontario
K6V 5X3
Telephone: (613) 345-0660
Fax: (613) 345-2231

Mandate

St. Lawrence College Saint-Laurent responds to the educational and training needs of adult residents in the six-county area of Frontenac, Leeds, Grenville, Stormont, Dundas, and Glengarry.

Organization

St. Lawrence College is governed by a Board of Governors and is organized into six divisions. Each of the three campuses - Brockville, Cornwall and Kingston - is headed by a Principal who reports directly to the President. As well, the Vice-Presidents of Finance, Human Resources and Educational Support Services report directly to the President. Administrative headquarters is located in Brockville.

Divisions

Board of Governors

The Board of Governors is appointed by the Ontario Council of Regents and is responsible for establishing college goals and policies and overseeing college operations.

General Classes or Types of Records

Contain information relating to the development of policy, the establishment of goals and objectives, and the general direction of college operations.

Bylaws
Minutes of Board and Standing Committees

Personal Information Banks

None

President's Office

Appointed by and responsible to the Board of Governors, the President is the Chief Executive Officer responsible for managing the college's business affairs. The President's Office provides administrative support to the Board of Governors and President and directs strategic planning activities and operational reviews.

General Classes or Types of Records

Contain information relating to the management of the college.

Bylaws
Minutes
Policies
Advisory Committee Guidelines
Board of Governors' Awards

Personal Information Banks

Board of Governors Membership

Academic

The three academic divisions are responsible for all academic functions of the college. These divisions also administer government-sponsored employment and skills/academic upgrading programs such as Ontario Basic Skills and FUTURES. The college has three campuses located in Brockville, Cornwall and Kingston. Each campus is administered by a Principal with each department headed by a chair/manager. Kingston campus has two Vice- Principals reporting to the Principal and all departments headed by a chair/manager, reporting to a Vice-Principal.

General Classes or Types of Records

Contain operational records common to community colleges relating to the development and delivery of academic programs and corporate management and development as well as general administrative records as described in Chapter II of this directory.

Skills Program
Trades Updating Programs

Manuals

Academic Policy Manuals
Advisory Committee Guidelines
Course Outlines, Program Descriptions

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Co-op, Work Term, Final Job Placements
Day Care Registrants
FUTURES Program Applicants and Participants
Ontario Basic Skills Program Trainees
Student Counselling
Teacher Workload Records (Standard Workload Form)
Tests, Examinations and Assessments
Vocational Testing and Counselling

Educational Support Services

The following managers/directors report to the Vice-President, Educational Support Services: Marketing; Physical Resources; Computer and Telecommunications Services; Learning Resources; Student Services; and Registrar.

General Classes or Types of Records

Contain operational records common to community colleges as described in Chapter II of this directory, relating to enrolment and registration records, student services records, records relating to outreach programs including international training and development projects and records relating to ancillary services including the operations of the bookstore, cafeteria and fitness facilities.

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

- Graduate and Alumni Records
- Health and Medical Records
- Library Users Lists
- Ontario Student Assistance Program
- Scholarships and Awards
- Student Athletics and Fitness Programs
- Student Appeals (disciplinary, administrative, academic)
- Student Applications
- Student Registration and Academic History

Human Resources

The Vice-President, Human Resources, is responsible for the college human resources plan which includes the coordination of staff recruitment, promotions, transfers and terminations, the maintenance of employee records, training and development, succession and career planning, the interpretation and implementation of the collective agreements, grievance procedures and pay equity and occupational health and safety.

General Classes or Types of Records

Contain information relating to the management of human resources as described in Chapter II of this directory.

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

- Career Planning/Training
- Employee Personnel, Payroll and Benefits Records (personnel and benefits records only)
- Employment Equity Program
- Grievances and Applications
- Job Competitions and Applications
- Medical Information (Personnel)
- Ombudsman/Human Rights Commission
- Professional Development
- Workers' Compensation

Financial Services

The Vice-President, Financial Services, is responsible for budget administration, accounting, auditing and planning support. The department also provides purchasing and payroll services to the organization.

General Classes or Types of Records

Contain financial information records as described in Chapter II of this directory.

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

- Employee Personnel, Payroll and Benefits Records (payroll records only)
- Travel/Expense Accounts

Access

Freedom of Information and Privacy Coordinator
St. Lawrence College Saint-Laurent
2288 Parkedale Avenue
Brockville, Ontario
K6V 5X3
Telephone: (613) 345-0660
Fax: (613) 345-2231

Public reading rooms for the review of manuals and other information are open during regular office hours at three campuses in Brockville, Cornwall and Kingston.

Sault College of Applied Arts and Technology

Head

Chairperson, Board of Governors
Sault College of Applied Arts and Technology
P.O. Box 60
443 Northern Avenue
Sault Ste. Marie, Ontario
P6A 5L3
Telephone: (705) 759-6774

Mandate

The mission of Sault College is to meet the educational needs of adults in the District of Algoma through career-orientated programs and courses at the certificate and diploma levels that provide the knowledge and skill for immediate employment in the career area of study.

Organization

Sault College is governed by a Board of Governors and is organized into three divisions: Academic, Administrative Services and Human Resources & Student Services. Head office is located in Sault Ste. Marie with satellite campuses in Elliot Lake and Wawa.

Divisions

Board of Governors

The Board of Governors, appointed by the Council of Regents establishes college goals and policies, oversees college operations and evaluates program results. Standing committees of the board are Building and Finance, Audit, Academic and Staff Relations.

General Classes or Types of Records

Contain information relating to the development of policy, the establishment of goals and objectives for the college, and the general direction of college operations.

Bylaws
Minutes of Board and Standing Committees

Personal Information Banks

None

Office of the President

Appointed by and responsible to the Board of Governors, the President manages the business affairs of the college. Internal Audit reports to the President.

General Classes or Types of Records

Contain information on the management of the college, internal audit, and the provision of information to the public on college affairs.

Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

Board of Governors Membership

Academic Division

The division is responsible for developing and delivering educational programs in the following areas: engineering, business, health sciences, technical trades, arts, sciences and natural resources, and human sciences. The division also provides day care, library, academic services, labour market liaison, educational productions and information services and administers provincial/federal programs. The division is organized into ten departments.

General Classes or Types of Records

Contain operational records common to community colleges and general administration records as described in Chapter II of this directory, relating to the development and delivery of academic programs, the operation of ancillary services listed above, and the delivery of government-sponsored programs.

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Day Care Registrants
FUTURES Program Applicants and Participants
Library Users Lists
Ontario Basic Skills Program Trainees
Ontario Training Incentive Program Trainees
Student Appeals (disciplinary, administrative, academic)
Tests, Examinations and Assessments

Administrative Services Division

Headed by the Director of Administrative Service, this division provides administrative support functions for the college. Reporting to the Director are the following departments: Physical Resources; Accounting and Payroll; Purchasing; Computer Services; and Budget and Operations Review.

General Classes or Types of Records

Contain operational records common to community colleges relating to general financial records and general administration records as described in Chapter II of this directory.

Personal Information Banks

None

Human Resources and Student Services Division

Headed by the Director, this division provides a variety of administrative support functions in two broad areas, student services and human resources. Student services include admissions and records, alumni records, marketing and recruitment, placement, counselling and career services, athletics, student residence, health and cafeteria services, and secondary school liaison. Human resource services include employee relations and professional development. The division is organized into ten departments.

General Classes or Types of Records

Contain operational records common to community colleges and general administration records as described in Chapter II of this directory, relating to the provision of student services listed above, as well as information relating to the college's human resources management functions.

Manuals

Issued to students to assist in program selection.

Calendar
Careerpaths
Student Handbook

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Co-op, Work Term, Final Job Placements
Employee Personnel, Payroll and Benefits Records
Graduate and Alumni Records
Health and Medical Records
Job Competitions and Applications
Ombudsman/Human Rights Commission
Ontario Student Assistance Program
Professional Development
Scholarships and Awards
Student Athletics and Fitness Programs
Student Applications
Student Counselling
Student Registration and Academic History
Teacher Workload Records (Standard Workload Form)
Vocational Testing and Counselling

Also contain information about student emergency loans, Students Assist Students Program, and students with special needs.

Student Emergency Loans

Location: Financial Aid Office. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272. **Information Maintained:** Name, student number, Social Insurance Number, address, telephone number, program, age, marital status, OHIP number, driver's licence number, birth certificate number, bank account number, credit card number, income and assets of applicant, parents, sponsors and spouse, expenses. **Uses:** Determine eligibility for a short-term emergency loan. **Users:** Financial Aid and Accounting Office staff. **Individuals in Bank:** Students seeking financial assistance. **Retention and Disposal:** Ten years, then destroyed.

Students Assist Students Program

Location: Special Needs Office. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272. **Information Maintained:** Name, address, telephone number of assistants and students, program, courses and schedule, nature of assistance required. **Uses:** Arrange assistance for student requests. **Users:** Special Needs staff. **Individuals in Bank:** Students with special needs, assistants. **Retention and Disposal:** Not determined.

Students with Special Needs

Location: Special Needs Office. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272. **Information Maintained:** Name, address, telephone number, intake data, diagnostic information, assessment of accommodation needs, correspondence. **Uses:** Assess accommodation needs; make referrals; prepare statistical reports. **Users:** Special Needs staff. **Individuals in Bank:** Students with special needs — physical learning, sensory, developmental, psychiatric or multiple impairments. **Retention and Disposal:** Three years after leaving the college, then destroyed.

Access

Freedom of Information and Privacy Coordinator
Sault College of Applied Arts and Technology
P.O. Box 60
443 Northern Avenue
Sault Ste. Marie, Ontario
P6A 5L3
Telephone: (705) 759-6774

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A public reading room for the review of manuals and other information is open during regular office hours in the library, 443 Northern Avenue, Sault Ste. Marie.

Seneca College of Applied Arts and Technology

Head

Chairman, Board of Governors
Seneca College of Applied Arts and Technology
1750 Finch Avenue East
North York, Ontario
M2J 2X5
Telephone: (416) 491-5050, ext. 2002

Mandate

Seneca College is responsible for providing courses of types and levels beyond or not suited to the secondary school setting; meeting the needs of graduates from secondary schools seeking an alternative to university; meeting the educational needs of adults and out-of-school youth whether or not they are secondary school graduates; enhancing effectiveness in the workplace and quality of life for students; and meeting the relevant needs of the college's communities.

Organization

The college is governed by a Board of Governors and organized into five areas encompassing 22 campuses and office locations. The areas consist of the Office of the President, Senior Vice- President, two Vice-Presidents and the Office of the Comptroller. The areas of the Senior Vice-President and the two Vice- Presidents include both academic and administrative functions.

Divisions

Board of Governors

The Board of Governors is comprised of Council of Regents appointees, municipal appointees and elected representatives of students and employees of the college. There are three subcommittees: Plant and Property; Human Resources; and Student and Academic Affairs.

College goals and policies.

General Classes or Types of Records

Contain information relating to the development of policy, the establishment of goals and objectives and the general direction of college operations.

Bylaws
Minutes of Board and Subcommittees

Personal Information Banks

None

Office of the President

The Office of the President provides management and direction for both the academic and administrative affairs of the college, provides administrative support to the Board of Governors and the President, reviews college operations, enhances government relations, organizes corporate fundraising and directs college marketing.

General Classes or Types of Records

Contain information relating to the management of the college, the coordination of fundraising activities and relations with the provincial and federal governments.

Manuals

Issued to staff and contain information on policies, procedures and guidelines relating to college operations.

College Policy, Procedure and Guidelines

Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

Board of Governors Membership

Senior Vice-President

The area provides the overall planning of all college academic activities. The area provides academic programs for King Campus and the following divisions: Business and Industrial Training, Continuing Education, Developmental Studies, and Applied Arts and Independent Learning. The area also plans and administers the following departments: Centre for Educational Effectiveness, the Conference Centre, Government Programs, the Management Development Centre, Post-Secondary Academic Planning, Recreation Facilities-King Campus, Student Registration, and the Suzuki School of Music.

General Classes or Types of Records

Contain operational records common to community colleges as described in Chapter II of this directory relating to the development and delivery of academic programs, the enrolment and registration of students, the provision of student services and the following ancillary operations: the Conference Centre, Management Development Centre, Recreation Facilities-King Campus and the Suzuki School of Music.

Manuals

Contain information on academic policies and procedures.

Academic Policy, Procedures and Guidelines

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

FUTURES Program Applicants and Participants
Ontario Basic Skills Program Trainees
Ontario Training Incentive Program Trainees
Professional Development
Scholarships and Awards
Student Applications
Student Athletics and Fitness Programs
Student Registration and Academic History
Teacher Workload Records (Standard Workload Form)
Tests, Examinations and Assessments

Also contain information on students enrolled in the Underwater Skills Program.

Student Medical Records - Underwater Skills Program

Location: Underwater Skills Program, King Campus. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272. **Information Maintained:** Name, student number, medical information. **Uses:** Verify medical fitness; treat student in case of medical emergency. **Users:** Doctor, staff and students involved in the program. **Individuals in Bank:** Students in Underwater Skills Program. **Retention and Disposal:** Returned to students on completion of program.

Vice-President

The area provides academic programs for the School of Communication Arts and the following divisions: Business, Computers, International Programs, Precision Skills, and Technology. The area also plans and administers the following departments: Computer Services, Physical Resources, and the Student Residence.

General Classes or Types of Records

Contain operational records common to community colleges relating to the development and delivery of academic programs and the operation of the student residence, as well as general administration records as described in Chapter II of this directory. Also contain information on the college's aviation program.

Manuals

Contain policies and procedures relating to divisional academic functions.

Divisional Academic Policy, Procedures and Guidelines

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Parking Records (all campuses except Newnham)
Student Registration and Academic History
Teacher Workload Records (Standard Workload Forms)
Tests, Examinations and Assessments

Vice-President

The area provides academic programs for Sheppard and Yorkdale Campuses including the Canadian Forces Community College Program and the following divisions: English and Communications, Health Sciences, Office Administration, Physical Education and Athletics, and Liberal Studies. The area also plans and administers the following departments: Administrative Services, the Bookstore, Education and Employment Equity, Employee Relations, Minkler Auditorium, Learning Resources Centres, Student Affairs, Cooperative Education; and monitors Seneca's implementation of the Collective Agreements.

General Classes or Types of Records

Contain operational records common to community colleges relating to the development and delivery of academic programs, general administration records as described in Chapter II of this directory and the following ancillary operations: Bookstore, Minkler Auditorium and the Seneca Student Federation Council.

Manuals

Contain policies on divisional academic programs and on college personnel matters.

Divisional Academic Policy and Procedures
Personnel Policy and Procedures

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Dental Clinic Patients
Employee Personnel, Payroll and Benefits Records
 (personnel and benefits records only)
Health and Medical Records
Job Competitions and Applications
Ombudsman/Human Rights Commission
Parking Records (Newnham Campus)
Student Registration and Academic History
Teacher Workload Records (Standard Workload Form)
Tests, Examinations and Assessments
Workers' Compensation

Office of the Comptroller

The area provides corporate budget, financial, payroll, purchasing and receiving services for the college.

General Classes or Types of Records

Contain general administration records as described in Chapter II of this directory.

Manuals

Contain policies and procedures relating to financial management.

Financial Policy, Procedures and Guidelines

Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

Employee Personnel, Payroll and Benefits Records (payroll records only)

Access

Freedom of Information and Privacy Coordinator
Seneca College, Fairmeadow Campus
17 Fairmeadow Avenue
North York, Ontario
M2P 1W6
Telephone: (416) 491-5050, ext. 4600

Public reading rooms for the review of manuals and other information are open during regular office hours at the Newnham Campus (North York) and the King Campus (King City) Learning Resource Centres.

Office for Senior Citizens' Affairs

Head

Minister for Senior Citizens' Affairs
6th Floor, 76 College Street
Toronto, Ontario
M7A 1N3
Telephone: (416) 965-1702

Mandate

The office promotes the development of coordinated policies within government ensuring that seniors' interests are well served; provides a central information and referral service to the public on policies, programs and services available to seniors; develops resources to motivate and assist communities organizations and businesses to respond to the needs of seniors; fosters the independence and participation of seniors; and promotes the recognition of their contributions to society.

Organization

The office comprises five units: Social Policy and Community Initiatives; Economic Policy and Research; Education Resources Centre; Communications and Information; and Finance and Administration. All units operate under the direction of the Special Advisor to the Minister.

General Classes or Types of Records

Contain information on services and programs for senior citizens including guides, directories and specific studies and surveys.

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained by this office or by the Ministry of Government Services which provides personnel support.

- Central Attendance Recording System (CARS)
- Employment Application Inventory
- Employment Equity Program
- General Employment History and Payroll Information
- Identity/Employee Card
- Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)
- Job Competitions
- Performance Management
- Travel/Expense Accounts

Affiliated Agencies

Ontario Advisory Council on Senior Citizens

The Ontario Advisory Council on Senior Citizens advises the Government of Ontario through the Minister for Senior Citizens' Affairs on matters pertaining to the well-being of the aged and aging population in Ontario. The council promotes the development and initiation of opportunities for self-help for senior citizens and reviews current policies which have a bearing on aged and aging persons.

General Classes or Types of Records

Contain information on issues related to senior citizens, annual reports, position and discussion papers on issues of interest to client group, service suppliers and government.

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

- Central Attendance Recording System (CARS)
- Employment Application Inventory
- Job Competitions
- Performance Management
- Travel/Expense Accounts

This office also maintains a mailing list for its publication "Especially for Seniors", a quarterly publication that goes to all senior citizens in Ontario in receipt of old age security. This mailing list is provided by the Ministry of Health.

Access

Freedom of Information and Privacy Coordinator
Office for Senior Citizens' Affairs
6th Floor, 76 College Street
Toronto, Ontario
M7A 1N3
Telephone: (416) 965-5106

A public reading room for the review of manuals and other information is open during regular office hours on the sixth floor at 76 College Street, Toronto.

In addition, a public reading room is located at the council office on the second floor at 700 Bay Street, Toronto, (telephone: (416) 965-2324).

Sheridan College of Applied Arts and Technology

Head

Chairman, Board of Governors
Sheridan College of Applied Arts and Technology
1430 Trafalgar Road
Oakville, Ontario
L6H 2L1
Telephone: (416) 845-9430

Mandate

The mission of Sheridan College is to meet the non-university career education needs of full-time and part-time students, both post-secondary and other, of the adult population of Peel and Halton Regions and, as appropriate, other citizens of Ontario. Sheridan College provides high quality, practical, career-centred education and training in many program areas.

Organization

Sheridan College is governed by a 17-member Board of Governors, which includes four members from the college's constituent groups (faculty, staff, student, administration), and the college President as an ex-officio member. Reporting to the President are four major divisions (Academic, Administration and Finance, Community and Government Services, Student Services) and three support areas (Planning, Communications and Marketing, Human Resources). The college operates 11 campuses in Brampton, Burlington, Milton, Mississauga and Oakville, with college administrative headquarters in Oakville.

Division

Board of Governors

The Board of Governors, appointed by the Council of Regents and the local municipality, establishes college goals and policies, and oversees college operations. The board has established three standing committees: Administration and Finance, Academic/Operations, and Student/Staff Affairs.

General Classes or Types of Records

Contain information relating to the development of policy, the establishment of goals and objectives for the college, and the general direction of college operations.

Bylaws
Minutes of Board and Standing Committees
Policies

Personal Information Banks

The following personal information bank as described in Chapter II of this directory is maintained.

Board of Governors Membership

President's Office

Appointed by and responsible to the Board of Governors, the President is Chief Executive Officer with full authority to manage and direct the business and academic affairs of the college.

General Classes or Types of Records

Contain information on the management of the college, the provision of information to the public on college affairs, college planning and research, the management of human resources and the college's operational review and employment equity programs.

Labour Market Studies
Learning Materials Royalties and Licences
Research and Development Project Files

Manuals

Issued to college administrators, faculty and staff and providing policy and procedures information and guidelines.

Developing Printed Materials: An Author's Guide
Guide to Proposal Preparation
Professional Development Leave for Administrators:
  Policies and Procedures

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Employee Personnel, Payroll and Benefits Records
Freedom of Information and Protection of Privacy Act
  Requests
Job Competitions and Applications
Ombudsman/Human Rights Commission
Professional Development
Teacher Workload Records (Standard Workload Forms)
Workers' Compensation

Academic Division

The Vice-President, Academic, is responsible for programs offered through Co-operative Education and Employment Preparation; and for full-time post-secondary programs in the following faculties: Applied and Language Arts; Business; Engineering Technology and Computer Studies; Fashion, Media, Merchandising and Music Theatre; Health Sciences; and Visual Arts. Each faculty is administered by a dean. The division operates day care centres, a sports injury clinic, a retail store, a student newspaper, a performance theatre, an esthetician clinic, and a dining room.

General Classes or Types of Records

Contain operational records common to community colleges as described in Chapter II of this directory, relating to the development and delivery of academic programs. Also contain information on the in-house training program for continuing education instructors.

Teacher Training Program Files

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Co-op, Work Term, Final Job Placement
Day Care Registrants

Tests, Examinations and Assessments

Also contain information relating to clients of the Sports Injury Clinic, Esthetician Clinic and Theatre Sheridan.

Esthetician Clinic Clients

Location: Esthetician Clinic. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272, s.5; R.R.O. 1980, Reg. 640. **Information Maintained:** Name, address, telephone number, general health information, name of family physician. **Uses:** Background for treatment of Esthetician Clinic clients. **Users:** Program staff and students. **Individuals in Bank:** Clinic clients. **Retention and Disposal:** Not determined.

Sports Injury Clinic Patients

Location: Sports Injury Clinic. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272, s.5; Health Disciplines Act, R.S.O. 1980, c.196. **Information Maintained:** Name, address, telephone number, OHIP number, referring physician, sport, record of injury/surgery, assessment of injury, treatment program. **Uses:** Treat clinic patients; maintain a record of treatment performed. **Users:** Clinic staff. **Individuals in Bank:** Patients. **Retention and Disposal:** Not determined.

Theatre Sheridan Patrons

Location: Box office. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272, s.5; R.R.O. 1980, Reg. 640. **Information Maintained:** Name, address, telephone number. **Uses:** Inform patrons of theatre productions and mail season tickets. **Users:** Staff. **Individuals in Bank:** Theatre Sheridan patrons. **Retention and Disposal:** Not determined.

Administration and Finance Division

The Vice-President, Administration and Finance, is responsible for physical plant, accounting services, audit, payrolls, telecommunications, computing and technical services and ancillary operations including college bookstores, cafeterias and a student residence. Also acts as Secretary to the Board of Governors.

General Classes or Types of Records

Contain operational records common to community colleges relating to the operation of the ancillary services listed above, and general administrative records as described in Chapter II of this directory.

Manuals

Issued to administrative staff and containing college administrative policies and procedures.

Sheridan College Policy Manual for Administration

Personal Information Banks

The following common personal information bank as described in in Chapter II of this directory is maintained.

Parking Records

Community and Government Services

The Vice-President, Community and Government Services, is responsible for part-time programs offered through Continuing Education and administers contract training programs as well as a variety of skills development programs including Canadian Job Strategy, Ontario Skills Development, Ontario Basic Skills, FUTURES, academic upgrading and English as a Second Language. This division maintains relations and contacts with Ontario and other governments and is responsible for Outreach (international) projects.

General Classes or Types of Records

Contain operational records common to community colleges as described in Chapter II of this directory, relating to government relations and the delivery of government-sponsored programs.

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

FUTURES Program Applicants and Participants
Ontario Basic Skills Program Trainees
Ontario Training Incentive Program Trainees

Student Services Division

The Director, Student Services, is repsonsible for athletics, counselling, financial aid for students, health services, housing, learning resources, registration and student government.

General Classes or Types of Records

Contain information common to community colleges as described in Chapter II of this directory, relating to the provision of student services, learning resources and the enrolment and registration of students.

Manuals

Issued to post-secondary students to provide information on academic policies, rules and regulations, and college services.

Student Guide

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Graduate and Alumni Records
Health and Medical Records
Library Users Lists
Ontario Student Assistance Program
Student Appeals (disciplinary, administrative, academic)
Student Applications
Student Athletics and Fitness Programs
Student Counselling
Student Registration and Academic History
Vocational Testing and Counselling

Access

Freedom of Information and Privacy Coordinator
Sheridan College of Applied Arts and Technology
1430 Trafalgar Road
Oakville, Ontario
L6H 2L1
Telephone: (416) 849-2854

A public reading room for the review of manuals and other information is open during regular library hours at the Main Library, Oakville Campus, 1430 Trafalgar Road, Oakville, and at the Library, Brampton Campus, McLaughlin Road, Brampton.

Sir Sandford Fleming College of Applied Arts and Technology

Head

Chairman, Board of Governors
Sir Sandford Fleming College of Applied Arts and Technology
Brealey Drive
Peterborough, Ontario
K9J 7B1
Telephone: (705) 749-5530

Mandate

The college's responsibility is to provide a comprehensive learning environment designed to meet and accommodate the diverse needs of students from across Canada, with the primary area of service being Northumberland, Haliburton, Peterborough, and Victoria Counties. The college provides education and training emphasizing vocational and avocational subjects for secondary school graduates and mature students.

Organization

The college is governed by a 17-member Board of Governors which includes the college's President as an ex-officio member and secretary-treasurer. The college is organized under the President supported by four senior officers: Vice-President, Academic; Executive Director, Student and Staff Development; Executive Director, Finance and Educational Resources; Executive Director, Marketing and Institutional Development. The college has four major campuses, located in Peterborough, Cobourg, Lindsay and Haliburton and six additional buildings — three in Peterborough and three in Lindsay.

Divisions

Board of Governors

The Board of Governors is appointed by the Council of Regents and establishes college policies and provides corporate direction. The board is organized into five standing committees: Executive; Finance and Property; Academic and Student Affairs; Audit; and Operational Review.

General Classes or Types of Records

Contain information relating to the development of policy, the establishment of goals and objectives for the college and the general direction of college operations.

Bylaws
Minutes of Board and Standing Committees
Policies

Personal Information Banks

None

President's Office

Appointed by and responsible to the Board of Governors, the President is the Chief Executive Officer responsible for managing the business affairs of the college. The President's Office provides administrative support to the Board of Governors and the President and directs strategic planning activities and operational reviews.

General Classes or Types of Records

Contain information on the management of the college, the provision of information to the public on college affairs and the college's Employment and Education Equity Program.

Minutes of President's Executive Committee

Manuals

Issued to college management personnel and contain procedures for general administration, educational activities, human resources and standard organizational functions.

College Policy Manual

Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

Board of Governors Membership

Academic

The Vice-President, Academic, who is also the Senior Academic Officer and Senior Adult Training Officer, is responsible for all academic affairs including planning, development, delivery and evaluation of full- and part-time programs in the schools of Applied Arts and Health, Business, Community and Industrial Services, Natural Resources, and Technology and Law. Each school is administered by a Dean. The schools are located at the two main campus locations - the Sutherland Campus, Peterborough, and the Frost Campus, Lindsay.

General Classes or Types of Records

Contain operational records common to community colleges relating to the development and delivery of academic programs, and the provision of student services, as well as general administrative records, as described in Chapter II of this directory.

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Co-op, Work Term, Final Job Placements
Day Care Registrants
FUTURES Program Applicants and Participants
Innovation Centre Clients, Registrants and Users
Ontario Basic Skills Program Trainees
Ontario Training Incentive Program Trainees
Professional Development
Student Athletics and Fitness Programs
Student Counselling
Student Registration and Academic History
Teacher Workload Records (Standard Workload Form)

Tests, Examinations and Assessments
Vocational Testing and Counselling

Student and Staff Development

This area has responsibility for providing a full range of services to students including admissions, registrations, placement, counselling, financial aid, awards, bursaries, and student life. In addition, the division provides services to staff in the areas of employment equity, personnel services, professional development and freedom of information.

General Classes or Types of Records

Contain operational records common to community colleges relating to the provision of student services, student enrolment and registration, and human resources management functions, as well as general administrative records, as described in Chapter II of this directory.

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Co-op, Work Term, Final Job Placements
Employee Personnel, Payroll and Benefits Records
Freedom of Information and Protection of Privacy Act Requests
Graduate and Alumni Records
Health and Medical Records
Job Competitions and Applications
Ombudsman/Human Rights Commission
Ontario Student Assistance Program
Professional Development
Scholarships and Awards
Student Appeals (disciplinary, administrative, academic)
Student Applications
Student Athletics and Fitness Programs
Student Counselling
Student Registration and Academic History
Teacher Workload Records (Standard Workload Form)
Vocational Testing and Counselling
Workers' Compensation

Finance and Educational Resources

This area provides financial services including budget administration, accounting, auditing and planning support. The division is also responsible for the college's Administrative Computer Services, the Management Information System, Physical Resources, Educational Resources, Purchasing, and other ancillary services such as Bookstore, Printing, Telecommunication System, Shipping and Receiving.

General Classes or Types of Records

Contain general administration records as described in Chapter II of this directory.

Personal Information Banks

Employee Personnel, Payroll and Benefits Records (Payroll and Benefits Records only)
Graduate and Alumni Records
Library Users List
Parking Records
Student Registration and Academic History

Marketing and Institutional Development

This area has responsibility for internal and external communications, publications, media relations, advertising, graphics, program review/development, research, analysis, alumni, government outreach, fundraising and international brokering.

General Classes or Types of Records

Contain information relating to the college's marketing and institutional development functions, as described in Chapter II of this directory.

Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

Graduate and Alumni Records

Access

Freedom of Information and Privacy Coordinator
Sir Sandford Fleming College
526 McDonnel Street
Peterborough, Ontario
K9J 7B1
Telephone: (705) 749-5530

♿

A public reading room for the review of manuals and other information is open during regular office hours at 526 McDonnel Street, Peterborough.

Ministry of Skills Development

Head

Minister of Skills Development
13th Floor, 101 Bloor Street West
Toronto, Ontario
M5S 1P7
Telephone: (416) 967-8300

Mandate

The ministry is responsible for developing and implementing policies, programs and activities that will assist employed workers in obtaining the skills necessary to enhance their employability and that will contribute to Ontario's economic growth by helping employers achieve their skills development goals.

Organization

The ministry's head office is in Toronto. It is organized into three divisions. Ministry programs are administered and the public served from head office and 27 field offices.

Divisions

Office of the Deputy Minister

Provides support to the deputy minister in matters relating to programs and policies of the ministry.

General Classes or Types of Records

Contain general administrative and operational information as described in Chapter II of this directory.

Personal Information Banks

None

Communications and Marketing Branch

The Communications and Marketing Branch informs the public, stakeholders, client groups and the media about the ministry's policies and programs and advises the minister, deputy minister and senior management on corporate and program communications and marketing. Activities include planning, organizing events, client liaison, coordination and production of displays, audio-visual and print material, advertising, speeches, news releases and media relations.

General Classes or Types of Records

Contain information on the development and implementation of communication and marketing strategies, including documentation on media liaison, youth programs, public enquiry correspondence, news releases, and ministry publications.

Communications Plans
Program Publication Files
Supplier/Information

Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

Freedom of Information and Protection of Privacy Act Requests

Finance and Administration Division

This division develops, maintains and implements effective accountability and comptrollership functions, audit programs and procedures. In addition, it includes the legal services unit which advises the ministry on legal matters. It also provides financial, budgeting, human resources, office services and administrative support to the ministry. This division comprises the Audit Services, Financial Services, Human Resources, Administrative Services, Information Technology Management and Legal Services.

General Classes or Types of Records

Contain information and original documentation on accounts payable, revenue, employee payrolls, computer and financial system procedures, daily, monthly, quarterly and year-end financial reports.

Contracts (supplier and consultant)
Revenue
Transfer Payment History
Year-End Public Accounts (preliminary reports/final statements)

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained by this division or by the Ministry of Treasury and Economics which provides some personnel support to the ministry.

Career Planning/Training
Central Attendance Recording System (CARS)
Employment Application Inventory
General Employment History and Payroll Information
Grievances and Applications
Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)
Job Competitions
Travel/Expense Accounts

Skills Training Division

This division provides support to the deputy minister and senior management in development and coordination of policy, evaluation of programs, negotiation and monitoring of federal training initiatives, interministerial liaison, coordination of French Language Services, liaison with the Ontario Training Corporation and market research. The division also coordinates and administers employer-based training programs including those offered under Ontario's Training Strategy and long-term training for skilled occupations through apprenticeship. This division comprises Policy, Apprenticeship/Client Services, Partnership and Services Development, Federal-Provincial Relations, and Strategic Planning and Support.

General Classes or Types of Records

Contain information relating to the operation, administration, development, approval and enforcement of division programs and activities.

- Annual Labour Market Needs Assessment
- Apprenticeship Modular and Trades Updating Training and Accreditation Standards
- Canada-Ontario Agreement on Training and Sechedule of Appendices
- Client and Project Files
- Company Schedules of Training
- Consultants' Reports
- Delivery Organization Files
- Development of Modular and Trade Training Programs
- Enforcement Activities
- Examination Scheduling Lists
- General Program Operations
- Information Officers Program - General
- In-School Training Attendance Reports/Schedules
- Interprovincial Apprenticeship Training and Certification Standards
- Letters of Agreement
- Market Research Reports
- Occupational Trade Certification Reports
- Operation of Advisory Committees
- Operational Plans
- Planning Process Development
- Private Hairstyling School Files
- Program Application Distribution
- Program History/Legislation/Reviews
- Records and Reports (re colleges of applied arts and technology seat purchases)
- Research, Reports, and Statistical Information
- Special Studies and Projects
- Strategic Directions
- Systems Design, Development and Implementation
- Trade and Program Information
- Training Purchase Plans

Manuals

Issued to head office, field staff and college program administrators to provide guidelines and details on administrative, operational, and development policy and procedures.

- Annual Direct and Indirect Purchase Plan
- CITC (Community Industrial Training Committees)
- CITC Executive Assistants
- CITC Special Projects
- Counselling Guide
- Delivery of Attestations and Monitors to Employment and Immigration Canada Manual
- Directory of Training Courses in Ontario
- Field and Program Instructions
- Fundraising Manual
- Modular Examination Development Manual
- Ontario Skills/Ontario Skills Development Office
- Ontario Training Trust Fund Program
- System for Modular Industrial Training Programs Catalogue
- Technicians and Technologists Skills Updating Program Implementation Guidelines

Personal Information Banks

Related primarily to individuals pursuing trade certification via apprenticeship, modular or other modes of training. The banks are used for administrative purposes by ministry staff (e.g., the Enforcement Services, Field Services and Operational Support units).

Application for Trades Certification (apprentices, tradesmen, hairstyling students, modular trainees)

Location: Apprenticeship and Client Services Branch. **Legal Authority:** Apprenticeship and Tradesmen's Qualification Act, R.S.O. 1980, c.24; National Training Act, S.C. 1982, c.109, as amended. **Information Maintained:** Name, address, Social Insurance Number, sex, date of birth, employment status, present employer information, employment history, trade certificates, education history, status reports, diploma issuance, trade name and code, demonstration of skills test results, reference letters, trade examination results, medical information. **Uses:** Monitor apprentices during contract tenure; evaluate credentials recertification, credit deduction eligibility, trade examination/certification eligibility; letter of authority evaluation; temporary certificate issuance; monitor payment for certificate renewal. **Users:** Branch management, branch clerical staff, ministry enforcement officers and industrial training consultants. **Individuals in Bank:** Apprentices, tradespersons, hairstyling students, modular trainees. **Retention and Disposal:** Varies from two to seven years, then destroyed.

Investigation and Inspection Files

Location: Apprenticeship and Client Services Branch. **Legal Authority:** Apprenticeship and Tradesmen's Qualification Act, R.S.O. 1980, c.24. **Information Maintained:** Name, address, individual case investigations, inspections of persons working in compulsory regulated trades, apprentice wage reclamations, private hairstyling school information. **Uses:** Document and monitor private hairstyling schools to ensure compliance with Apprenticeship and Tradesmen's Qualification Act and regulations thereunder; monitor apprenticeship in compulsory regulated trades; investigate re apprentice wage complaints. **Users:** Branch staff, ministry enforcement officers. **Individuals in Bank:** Apprentices, employers, tradesmen, and school owners under investigation/inspection. **Retention and Disposal:** Nine years following completion of investigation/inspection, then transferred to archives.

Progressive Achievement Test History Record

Location: Toronto Central Apprenticeship Office. **Legal Authority:** Apprenticeship and Tradesmen's Qualification Act, R.S.O. 1980, c.24. **Information Maintained:** Name, address, Social Insurance Number, education and employment history, examination results, counsellor's comments and recommendations. **Uses:** Determine eligibility for apprenticeship program. **Users:** Branch administrative staff and training officers. **Individuals in Bank:** Applicants for apprenticeship programs. **Retention and Disposal:** Six years, then destroyed.

Affiliated Agencies

Apprenticeship and Tradesmen's Provincial Advisory Committees

The following provincial advisory committees are established under the Apprenticeship and Tradesmen's Qualification Act to advise the minister on the development and operation of the apprenticeship programs.

The Provincial Advisory Committee for the Trade of Air Cooled and Marine Engine Mechanic
The Provincial Advisory Committee for the Trade of Alarm and Security System Installer
The Provincial Advisory Committee for the Trade of Auto Body Repairer and Painter
The Provincial Advisory Committee for the Trade of Automatic Machinist
The Provincial Advisory Committee for the Trade of Automotive Machinist
The Provincial Advisory Committee for the Trade of Baker
The Provincial Advisory Committee for the Trade of Brick and Stone Mason
The Provincial Advisory Committee for the Trade of Chemical Process Operator
The Provincial Advisory Committee for the Trade of Construction Boilermaker
The Provincial Advisory Committee for the Trade of Construction Millwright
The Provincial Advisory Committee for the Trade of Cook
The Provincial Advisory Committee for the Trade of Electrician
The Provincial Advisory Committee for the Trade of Farm Equipment Mechanic
The Provincial Advisory Committee for the Trade of Fitter (Structural Steel/Platework)
The Provincial Advisory Committee for the Trade of Fork Lift Truck Mechanic
The Provincial Advisory Committee for the Trade of General Carpenter
The Provincial Advisory Committee for the Trade of Glazier and Metal Mechanic
The Provincial Advisory Committee for the Trade of Hairstylist
The Provincial Advisory Committee for the Trade of Heavy Duty Equipment Mechanic
The Provincial Advisory Committee for the Trade of Hoisting Engineer
The Provincial Advisory Committee for the Trade of Horticulture
The Provincial Advisory Committee for the Trade of Industrial Electrician
The Provincial Advisory Committee for the Trade of Industrial Mechanic (Millwright)
The Provincial Advisory Committee for the Trade of Industrial Woodworker
The Provincial Advisory Committee for the Trade of Instrumentation Mechanic
The Provincial Advisory Committee for the Trade of Ironworker
The Provincial Advisory Committee for the Trade of Lineman
The Provincial Advisory Committee for the Trade of Motor Vehicle Mechanic
The Provincial Advisory Committee for the Trade of Motorcycle Mechanic
The Provincial Advisory Committee for the Trade of Packaging Machine Mechanic
The Provincial Advisory Committee for the Trade of Painter and Decorator
The Provincial Advisory Committee for the Trade of Plumber and Steamfitter
The Provincial Advisory Committee for the Trade of Precision Metal Machining
The Provincial Advisory Committee for the Trade of Radio and Television Service Technician
The Provincial Advisory Committee for the Trade of Refrigeration and Air-Conditioning Mechanic
The Provincial Advisory Committee for the Trade of Sheet Metal Worker
The Provincial Advisory Committee for the Trade of Sprinkler and Fire Protection Installer
The Provincial Advisory Committee for the Trade of Truck/Coach Mechanic
The Provincial Advisory Committee for the Trade of Watch Repairer
The Provincial Advisory Committee for Trades Updating

General Classes or Types of Records

Contain information related to the identification of trades training needs, the formation and operation of steering committees and provincial advisory committees, the drafting and amending of trade regulations, and the maintenance of province- wide client contacts, including industry and labour organizations, community colleges and other ministries.

Provincial Advisory Committees Membership Lists
Sunset Review Files (re applications for committee renewals)

Manuals

Issued to staff to provide guidelines and rationale for the implementation of provincial advisory committees.

Guidelines for Provincial Advisory Committees

Personal Information Banks

None

Access

Freedom of Information and Privacy Coordinator
Ministry of Skills Development
13th Floor, 101 Bloor Street West
Toronto, Ontario
M5S 1P7
Telephone: (416) 967-8300

A public reading room for the review of manuals and other information is open during regular office hours on the eleventh floor at 101 Bloor Street West, Toronto.

Ministry of the Solicitor General

Head

Solicitor General
11th Floor, George Drew Building
25 Grosvenor Street
Toronto, Ontario
M7A 1Y6
Telephone: (416) 965-2021

Mandate

The ministry oversees law enforcement and public safety throughout Ontario; supervises all provincial police services including those maintained by municipalities and regions; and is the civilian authority for the Ontario Provincial Police (OPP). In addition, the ministry administers a specialized scientific criminal-analysis facility; maintains provincial fire safety standards; determines cause when death occurs in unusual circumstances; oversees a forensic pathology service; and coordinates emergency planning for the province.

Organization

Head office is in Toronto. The ministry comprises four main divisions: Administration; the Ontario Provincial Police; Policing Services; and Public Safety. These divisions are structured to meet the ministry's diverse and complex responsibilities. The OPP Telecommunications Project, Communications Branch, Legal Services Branch and Policy Development and Coordination Branch report to the deputy minister.

Divisions

Communications Branch

The Communications Branch, reporting directly to the Deputy Solicitor General, is responsible for corporate communications policy and proactive communication of all major ministry programs. In addition, the Communications Branch prepares speeches, statements and news releases for the ministry; provides information to the media and the public; and coordinates media relations for the Solicitor General and senior ministry officials.

General Classes or Types of Records

Contain information concerning internal and external communications functions. Also contain general administrative records as described in Chapter II of this directory.

Personal Information Banks

None

Legal Services Branch

The branch provides legal services to the minister, deputy minister and ministry staff; represents the ministry before courts and administrative tribunals; provides legal opinions; and prepares draft legislation, regulations, Orders in Council, agreements and other legal documents.

General Classes or Types of Records

Contain general administrative records and legal records including statutes and regulations, research and opinions, correspondence, litigation documents and legal judgements, contracts and agreements.

Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

Litigation Files

Ontario Provincial Police Telecommunications Project

Established to design and implement a new province-wide mobile radio system for the Ontario Provincial Police.

General Classes or Types of Records

Contain information relating to the design and development of a new mobile radio system for the Ontario Provincial Police.

Equipment Specifications
Land-Use Contracts
Topographical Records

Personal Information Banks

None

Policy Development and Coordination Branch

Provides leadership in the identification of issues and the development and coordination of policy as it relates to the ministry's law enforcement and public safety mandates. Additionally, the branch is responsible for implementing and managing new program initiatives relating to a wide range of community justice issues, such as family violence, victim assistance training and community services, funding of rape crisis centres, community-oriented policing and crime-prevention awareness initiatives.

General Classes or Types of Records

Contain Cabinet submissions, briefing notes, crisis assistance contact forms and data on sexual assaults.

Briefing Notes
Correspondence
Cabinet Submissions
Sexual Assault Surveys (anonymous data)
Victim Crisis Assistance and Referral Service -
  Client Contact Forms

Personal Information Banks

Contain information on victim assistance programs.

Victim Crisis Assistance and Referral Service (VCARS) - Clients

Location: Policy Development and Coordination Branch and regional offices. **Legal Authority:** Incidental to administration of programme approved by Cabinet. **Information Maintained:** Name, age, circumstances, assistance given, address, telephone number, sex, name of referring police officer. **Uses:** Case management; program management; evaluation. **Users:** Policy Development and Coordination Branch staff. **Individuals in Bank:** Individuals assisted by the service. **Retention and Disposal:** Not determined.

Victim Crisis Assistance and Referral Service (VCARS) - Volunteers

Location: Policy Development and Coordination Branch and regional offices. **Legal Authority:** Incidental to administration of programme approved by Cabinet. **Information Maintained:** Name, address, telephone number, date of birth, languages spoken, education, employment history, references, driver's licence number, availability for work, criminal record check. **Uses:** Volunteer management. **Users:** Policy Development and Coordination Branch staff. **Individuals in Bank:** Individuals who have made application to become volunteers, and volunteers. **Retention and Disposal:** Not determined.

Information Technology Division

The Information Technology Division is responsible for the promotion, development, maintenance and operation of information technology, with the objective to increase the efficiency and effectiveness of the ministry and the client group it serves through proper development and utilization of information technology resources.

General Classes or Types of Records

Contain information to support information technology and general administrative records as described in Chapter II of this directory.

Information Technology Strategic Plan
Systems Documentation and Project Plans

Manuals

Issued to OMPAC users

OMPAC Manual

Personal Information Banks

None

Race Relations and Policing Unit

The unit was established to respond to the Task Force on Race Relations and Policing's fifty-seven recommendations. To direct the implementation of the task force recommendations, the unit was formed to ensure that race relations becomes an integral part and key priority of the ministry's responsibilities. The main areas of responsibility are (1) race relations training for police and police authorities; (2) police/community relations; and (3) employment equity.

General Classes or Types of Records

Contain information relating to the Race Relations and Policing Task Force, training, employment equity, police/community relations and general administrative records as described in Chapter II of this directory.

Correspondence
Grants Applications and Administrative Records
Project Files
Task Force Reports

Personal Information Banks

None

Ontario Provincial Police (OPP)

The Ontario Provincial Police serves areas of Ontario where there are no local police forces and also provides specialized investigative and enforcement assistance to municipal and regional forces. The OPP is comprised of the Office of the Commissioner and three major areas of responsibility - Field Operations, Investigations, and Services. The Office of the Commissioner provides policy direction and coordinates operations. The Force Adjudicator, Professional Standards Branch, Protocol Officer and the Relocation Project are all within the Office of the Commissioner. Field Operations is comprised of three field divisions ("A" Division (Districts 1-6), "B" Division (Districts 7-11), "C" Division (Districts 12-17)), Field Coordination Branch and Indian and Municipal Policing Branch. Investigations is comprised of two divisions: Special Investigations Division and Investigation Support Division. Services is comprised of Policy and Planning Branch, Program Evaluations Branch and two divisions - Administrative Services, and Support Services Division.

General Classes or Types of Records

Contain general administrative and operational records as described in Chapter II of this directory. Also contain information relating to the administration and operation of the OPP and the law-enforcement functions it performs throughout the province.

Access Request Records
Agreements (shared use of information systems)
Crime-Prevention Measures
Criminal and Accident Statistics
Emergency Services
Enforcement of Federal and Provincial Statutes
Equipment Studies and Requirements
Fleet Management
Force Programs
Grand Jury Reports
Legal Procedures
Non-Personal Investigative Files
OPP Publications
Police Week
Policing Responsibilities
Public Awareness
Public Relations
Relationships with Other Police Forces
Statutes and Municipal Bylaws
Traffic Records
Training Programs

Manuals

Issued to staff to provide support for the administration, training and operation of the OPP.

Ontario Provincial Police Orders

Personal Information Banks

Contain information relating to individuals involved in OPP programs including employees and prospective employees, individuals licenced or appointed by the OPP or subject to regulatory activity by the OPP, and individuals subject to or associated with law enforcement investigations.

Administrative Records - OPP

Location: Support Services Division and district headquarters and detachments. **Legal Authority:** Police Act, R.S.O. 1980, c.381, s.46 and s.47. **Information Maintained:** Name, badge number, uniform and equipment issued, service revolver registration and warrant cards. **Uses:** Internal administration. **Users:** Quartermaster Stores Branch and field staff. **Individuals in Bank:** Current and former members of the OPP, ministry staff, individuals retained on contract by the OPP or ministry. **Retention and Disposal:** Two to 25 years, then destroyed.

Auxiliary Police - OPP

Location: Field Coordination Branch. **Legal Authority:** Police Act, R.S.O. 1980, c.381, s.52. **Information Maintained:** Name, home address, date of birth, sex, education, employment history, character references, other information relating to engagement, service or severance, activity reports, appraisals, training records, security clearance information. **Uses:** Evaluate eligibility for continued service. **Users:** Field Coordination Branch staff, OPP senior management. **Individuals in Bank:** Individuals serving as OPP auxiliary police. **Retention and Disposal:** Six months to 20 years, then transferred to archives.

Courses Administered by the OPP

Location: Training Branch, Provincial Police Academy and Staff Services Branch. **Legal Authority:** Police Act, R.S.O. 1980, c.381, s.46 and s.47. **Information Maintained:** Name, assessments, examination results, other performance measures, records of achievement and related documents. **Uses:** Support qualifications for certificates, awards or diplomas; evaluate instructors. **Users:** Training Branch and Staff Services Branch staff, OPP senior management, other law-enforcement agencies or ministries sending staff. **Individuals in Bank:** Individuals applying for or attending courses administered by the OPP. **Retention and Disposal:** Not determined.

Criminal Intelligence Records - OPP

Location: Intelligence Branch. **Legal Authority:** Police Act, R.S.O. 1980, c.381, s.3 and s.47. **Information Maintained:** Information on persons and organizations involved in criminal intelligence investigations into organized crime, terrorism, fraud and corruption. **Uses:** Investigate offences under the laws of Ontario and Canada; detection, prevention and suppression of crime; policing, law enforcement and administration generally. **Users:** OPP staff, law-enforcement agencies, courts, other agencies involved in the administration of justice. **Individuals in Bank:** Individuals involved in or who are the subject of criminal intelligence investigations. **Retention and Disposal:** One to 25 years, then destroyed.

Discipline - OPP

Location: Professional Standards Branch. **Legal Authority:** Police Act, R.S.O. 1980, c.381, s.46 and s.47. **Information Maintained:** Name, notices of disciplinary action, internal and external correspondence concerning a member's conduct, testimony by witnesses, legal opinions, investigation record of possible misconduct. **Uses:** Investigate infractions; adjudicate disciplinary action. **Users:** Professional Standards Branch staff, OPP senior management. **Individuals in Bank:** OPP members who are or have been the subject of an internal investigation. **Retention and Disposal:** Two to five years, then destroyed.

Employment Application Records - OPP

Location: Staff Services Branch. **Legal Authority:** Police Act, R.S.O. 1980, c.381, s.46. **Information Maintained:** Name, application-related documents, written examination results, candidate assessments, standard correspondence. **Uses:** Determine suitability for engagement as a constable. **Users:** Staff Services Branch staff, OPP senior management. **Individuals in Bank:** Applicants for constable in the OPP. **Retention and Disposal:** One to five years, then destroyed.

Finger/Palm Print File

Location: Technical Support Branch, originating detachment and respective district headquarters. **Legal Authority:** Identification of Criminals Act, R.S.C. 1970, c.I-1, s.2. **Information Maintained:** Finger/palm print, name, date of birth, fingerprint section number, offence for which individual is charged. **Uses:** Investigate offences under the laws of Ontario and Canada; use in prosecutions resulting from investigations; detection, prevention and suppression of crime; policing, law enforcement and administration generally. **Users:** OPP staff, law-enforcement agencies, courts, other agencies involved in the administration of justice. **Individuals in Bank:** Individuals charged with an indictable offence. **Retention and Disposal:** Ten years, then destroyed.

Firearms Permits, Acquisition Certificates and Registrations

Location: Registration and detachments. **Legal Authority:** Criminal Code of Canada, R.S.C. 1970, c.34, s.106. **Information Maintained:** Name, address, date of birth, sex, applications for permits to carry/transport/convey restricted weapons, firearms acquisition certificates, applications, documentation on prohibitions, refusals and revocations of certificates and permits, investigation and occurrence reports. **Uses:** Administer and enforce firearms control legislation. **Users:** Registration Branch staff, law-enforcement and investigative agencies, Chief Provincial Firearms Officer. **Individuals in Bank:** Individuals registering restricted weapons, applying for or issued a Firearms Acquisition Certificate or permit to carry/convey/transport restricted weapons, who have had permits or certificates revoked or who have been prohibited from possessing firearms. **Retention and Disposal:** Three years, then destroyed.

Grievances - Ontario Provincial Police Association (OPPA)

Location: Administrative Services Division. **Legal Authority:** Police Act, R.S.O. 1980, c.381, s.46; Public Service Act, R.S.O. 1980, c.418, s.27(12). **Information Maintained:** Name, notifications, correspondence, final decisions concerning grievances. **Uses:** Resolve grievances submitted under the OPPA Memorandum of Understanding. **Users:** Staff at all levels of the grievance process up to the Ontario Provincial Police Grievance Board and ministry staff as required. **Individuals in Bank:** Members of the OPPA bargaining unit submitting formal grievances. **Retention and Disposal:** Not determined.

Honours and Awards - Police and Civilian Personnel

Location: Professional Standards Branch. **Legal Authority:** Police Act, R.S.O. 1980, c.381, s.46 and s.47. **Information Maintained:** Recommendations, eligibility assessments. **Uses:** Determine eligibility for a grant, honour or award. **Users:** Professional Standards Branch staff, issuing authorities of various honours and awards programs. **Individuals in Bank:** Individuals recommended for an honour or award by the OPP. **Retention and Disposal:** Not determined.

Indian Reserve Special Constables

Location: First Nations and Contract Policing Branch. **Legal Authority:** Police Act, R.S.O. 1980, c.381, s.3, s.46 and s.47. **Information Maintained:** Name, home address, date of birth, sex, application and engagement documents, personal certificates, insurance coverage, benefits entitlements, statements of injuries, pay and allowances, performance reviews and appraisals, courses, employment history, and related correspondence. **Uses:** Administer the Indian Reserve Policing Program. **Users:** Indian and Municipal Policing Branch staff, district commanders, ministry staff involved in the Indian Reserve Policing Program. **Individuals in Bank:** Current and former Indian Reserve Special Constables, guards and matrons, caretakers, clerical staff. **Retention and Disposal:** Not determined.

Investigative Case Records

Location: General Headquarters, the originating detachment and respective district headquarters. **Legal Authority:** Police Act, R.S.O. 1980, c.381, s.3 and s.47. **Information Maintained:** Name, address, date of birth, investigation and occurrence reports, statements, exhibit reports, copies of court documents (summonses, warrants, etc.), court briefs, and in some instances criminal records. **Uses:** Investigate and prosecute offences under the laws of Ontario and Canada; detection, prevention and suppression of crime; policing, law enforcement and administration generally. **Users:** OPP staff, law-enforcement agencies, courts, other agencies involved in the administration of justice. **Individuals in Bank:** Individuals involved in investigations under the Criminal Code, federal and provincial statutes or municipal bylaws. **Retention and Disposal:** Three months to 40 years, then destroyed.

Permits To Sell Or Manufacture Weapons and/or Ammunition - Applicants

Location: Registration Branch. **Legal Authority:** Criminal Code of Canada, R.S.C. 1970, c.34, s.103. **Information Maintained:** Name, date of birth, residence and business addresses, trade name, type and acceptability of records and security maintained, type of permit issued, refused or revoked, estimate of business volume, fee charged, letter of permission from local authority, federal letter of authorization for manufacturers. **Uses:** Determine eligibility. **Users:** Registration Branch staff. **Individuals in Bank:** Applicants. **Retention and Disposal:** Three years, then destroyed.

Private Investigators and Security Guards/Agencies - Applicants

Location: Registration Branch. **Legal Authority:** Private Investigators and Security Guards Act, R.S.O. 1980, c.390, s.5 and s.7. **Information Maintained:** Name, home address, date of birth, sex, character references, work history, history of agency's officers and directors, complaints and results, investigative reports, licencing tribunal records, reasons for licence terminations. **Uses:** Maintain records of private investigators and security guards; document current and former licence holders; determine suitability for future licensing. **Users:** Registration Branch staff, other law-enforcement agencies. **Individuals in Bank:** Officers or directors of private investigation and/or security guard agencies applying for a licence or individuals applying for a licence. **Retention and Disposal:** One to ten years, then destroyed.

Public Complaints - OPP

Location: Professional Standards Branch. **Legal Authority:** Police Act, R.S.O. 1980, c.381, s.4(6) and s.47. **Information Maintained:** Service and criminal investigation reports, occurrence reports, statements of members, statements of witnesses and complainants, names of employees complained about, related correspondence of members and complainants. **Uses:** Investigate public complaints to identify causes and develop remedial measures. **Users:** Professional Standards Branch staff, senior management. **Individuals in Bank:** Individuals making general inquiries or registering complaints against the activity of the OPP or its members. **Retention and Disposal:** Two years, then transferred to archives.

Secondary Occupation

Location: Professional Standards Branch. **Legal Authority:** Police Act, R.S.O. 1980, c.381, s.61; R.R.O. 1980, Reg. 791. **Information Maintained:** Name, address, nature of business or undertaking, names, addresses of owners, principals or operators of business stating relationship to member, organizational, financial and operational structure of business, duties and responsibilities of member, Commissioner's decisions and any conditions set on employment. **Uses:** Monitor secondary employment of force members. **Users:** Professional Standards Branch staff, senior management. **Individuals in Bank:** Force members, owners, principals and operators of businesses that have force members as owners, principals, operators or managers. **Retention and Disposal:** Ten years, then transferred to archives.

Security/Reliability Clearance Records

Location: Intelligence Branch. **Legal Authority:** Police Act, R.S.O. 1980, c.381, s.46 and s.47. **Information Maintained:** Name, home address, date of birth, family history, character references, education, associations, related correspondence, level of security granted, employment history, Social Insurance Number, nationality. **Uses:** Develop reports on responses to security checks and classifications. **Users:** OPP and ministry management staff, management of other government ministries and agencies. **Individuals in Bank:** Individuals with the ministry or OPP who are or have been the subject of pre-employment or employment-related security screening procedures, prospective employees of government ministries and agencies. **Retention and Disposal:** 25 years, then destroyed; select files retained indefinitely.

Shooting Clubs

Location: Registration Branch. **Legal Authority:** Criminal Code of Canada, R.S.C. 1970, c.34, s.106. **Information Maintained:** Name, address, telephone number, date of birth, occupation, position held in club, name of club, names of club instructors, subject and level of instruction, approval by the Solicitor General, private range applicants, users and members eligible for permits, approval of the Registrar for private ranges. **Uses:** Determine eligibility (the fitness of individuals) to operate a shooting club. **Users:** Branch staff. **Individuals in Bank:** Shooting club members listed on licencing applications. **Retention and Disposal:** One year after cancellation of licence, then destroyed.

Special Constables Appointed by the Commissioner of the OPP

Location: Office of the Commissioner. **Legal Authority:** Police Act, R.S.O. 1980, c.381, s.69. **Information Maintained:** Name, address, date of birth, sex, employment history, education, reasons for requesting special constable authority, branch or agency making the request. **Uses:** Determine suitability for appointment as a special constable; maintain a record of appointees. **Users:** OPP senior management. **Individuals in Bank:** Individuals applying for status as special constables. **Retention and Disposal:** 20 years after termination of appointment, then destroyed.

Telecommunications Records - Tapes

Location: Systems Support Branch and district headquarters. **Legal Authority:** Police Act, R.S.O. 1980, c.381, s.47. **Information Maintained:** Operational radio and telephone communications initiated or received in communications centres. **Uses:** Playback record of emergency calls; administrative and law enforcement purposes; provide evidence for court proceedings. **Users:** OPP staff, law enforcement agencies, courts. **Individuals in Bank:** OPP staff including members of other law enforcement agencies and individuals involved in investigations under the Criminal Code, other federal and provincial statutes or municipal bylaws. **Retention and Disposal:** One year, then updated.

Vehicle, Boat and Aircraft Accidents

Location: Transport and Supply Branch. **Legal Authority:** Police Act, R.S.O. 1980, c.381, s.3, s.46 and s.47. **Information Maintained:** Name, address, insurance company, reports on accidents, damage claims, legal decisions, settlements and correspondence concerning accidents involving ministry-owned and leased vehicles, boats and aircraft. **Uses:** Determine liability; approve damage settlements; planning and evaluation; statistical purposes. **Users:** Transport Branch staff, ministry and OPP management, government lawyers and ministry insurers. **Individuals in Bank:** Ministry staff involved in accidents while using ministry-owned or leased vehicles, vessels or aircraft, third party name, address and insurance company. **Retention and Disposal:** Two years after claim settled, then destroyed.

Policing Services Division

The Policing Services Division is responsible for promoting policing excellence through training, technical assistance, the development of professional standards and new programs, and providing an advisory and liaison service to the police community. The adequacy of these programs and the quality of municipal police service in Ontario is ensured by conducting inspections and investigations.

General Classes or Types of Records

Contain information relating to the administration and operation of police forces in the province.

Crime Statistics
Domestic Violence
Equipment Studies and Requirements
High-Speed Pursuits
Inspection Reports
Police Forces' Budgets and Resources
Police Officer Training
Seat Belt Enforcement
Traffic Safety Programs
Workload Studies - Personnel Requirements

Manuals

Issued to assist in the administration of police forces. There are training **manuals**, precis and videotapes relating to all areas of law enforcement. Most **manuals** are maintained at the Ontario Police College.

Personal Information Banks

Contain information relating to supervision, monitoring, training, and technical operational assistance provided to police forces in Ontario.

Canadian Police College, Ottawa - Course Applications

Location: Policing Services Division. **Legal Authority:** Police Act, R.S.O. 1980, c.381, s.42(1). **Information Maintained:** Name, home address, sex, name of employing police force, employment history, education. **Uses:** Select candidates for courses at the Canadian Police College. **Users:** Division and college staff. **Individuals in Bank:** Applicants. **Retention and Disposal:** One year, then destroyed.

Ontario Police College, Aylmer - Student Records and Course Applications

Location: Ontario Police College. **Legal Authority:** Police Act, R.S.O. 1980, c.381, s.42(1)(i). **Information Maintained:** Name, home address, date of birth, sex, name of employing police force, employment history, education, OHIP number. **Uses:** Identify types of training taken; determine eligibility and requirements for future courses. **Users:** College and division staff, employing police force. **Individuals in Bank:** Individuals who have taken courses at the Ontario Police College. **Retention and Disposal:** One year to indefinite period, then destroyed.

Ontario Police Forces' Suspended Drivers Control Centre

Location: Technical Services Branch. **Legal Authority:** Police Act, R.S.O. 1980, c.381, s.42. **Information Maintained:** Name, address, driver's licence number, date of birth, sex, suspension number, dates of suspension, reasons for suspension. **Uses:** Administer and enforce federal and provincial laws. **Users:** Law-enforcement agencies, courts, other agencies involved in the administration of justice. **Individuals in Bank:** Individuals who have had their driver's licence suspended or their right to drive prohibited under federal or provincial laws. **Retention and Disposal:** 12

months after expiration of the licence suspension or prohibition, then destroyed.

Administration Division

Provides required services (e.g., accommodation services, information technology, internal audit, financial, personnel administration and purchasing) to program managers in the ministry. The division comprises the following branches: Accommodation Services; Financial and Administration Services; Information Technology Services; Internal Audit; Human Resources Services; Employment Equity; French Language Services; and Freedom of Information.

General Classes or Types of Records

Contain general administration records as described in Chapter II of this directory.

Manuals

Issued to all ministry offices by the Financial and Administration Services Branch.

Ministry of Solicitor General - Manual of Administration

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Career Planning/Training
Central Attendance Recording System (CARS)
Employment Application Inventory
Employment Equity
Freedom of Information and Privacy Act Requests
General Employment History and Payroll Information
Grievances and Applications
Identity/Employee Card
Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)
Job Competitions
Library Users Lists
Medical Information (Personnel)
Ombudsman/Human Rights Commission
Performance Management
Travel/Expense Accounts
Workers' Compensation

Public Safety Division

The Public Safety Division promotes fire safety; provides services and expertise in forensic pathology; investigates deaths in order to minimize future loss of life; and, using specialized techniques, provides facts to the judiciary. The division is also responsible for coordinating emergency planning activities, including provincial response to a nuclear emergency. The division consists of the following branches: Emergency Planning; Centre of Forensic Sciences; Forensic Pathology; Office of the Chief Coroner; and Office of the Fire Marshal.

General Classes or Types of Records

Contain administrative information relating to the division's programs and the specific functions of each branch. Also contain information on contingency plans for emergencies and disasters, and agreements between federal, provincial and municipal governments concerning emergency planning.

Advisory Services by Area
Breath Testing Program
Breathalyzer Maintenance and Repairs
Breathalyzer Supplies
Breathalyzer Training Specifications
Emergency Vehicles and Equipment Studies
Extinguishers
Fire and Affiliated Associations
Fire Fighting and Safety - Technical Studies
Fire Prevention Programs
Fire Services
Fire Statistics
Hotel Inspections
Hotel Safety
Inflammability of Fuel - Studies
Municipal Protection Surveys
Non-Personal Investigative Case Files
Public Protection Programs
Rescue Services
Truck Specifications

Manuals

Issued to staff of the division.

Fire Fighting Operations
Fire Prevention - General
Laboratory Aids for the Investigator
Ontario Fire College (training videotapes)
Regional Fire Fighting
Techniques of Instruction

Personal Information Banks

Contain information related to forensic, coroners' and fire investigations and to the division's responsibilities under the Anatomy Act.

Anatomy Act Files

Location: Office of the Chief Coroner and offices of Local Inspectors of Anatomy. **Legal Authority:** Anatomy Act, R.S.O. 1980, c.21, s.2. **Information Maintained:** Name, age, sex, last known place of residence, disposition of the deceased. **Uses:** Assist the administration of the Anatomy Act. **Users:** Coroner's Office staff, Local Inspectors of Anatomy, schools of anatomy, municipal social service departments and police. **Individuals in Bank:** Individuals who have died without known relatives, or who have donated their bodies to medical science. **Retention and Disposal:** Two years, then transferred to archives.

Centre of Forensic Sciences - Investigation Files

Location: Centre of Forensic Sciences. **Legal Authority:** Order in Council 3571/66. **Information Maintained:** Name of the victim, investigating officer, suspects, description of items submitted for expert examination or identification. **Uses:** Investigate and prosecute offences under the laws of Ontario and Canada; detection, prevention and suppression of crime. **Users:** Law-enforcement agencies, courts, other agencies involved with the administration of justice. **Individuals in Bank:** Individuals involved in investigations under the Criminal Code of Canada, other federal and provincial statutes or municipal bylaws. **Retention and Disposal:** 25 years, then destroyed.

Centre of Forensic Sciences - Qualified Breathalyzer Technicians

Location: Centre of Forensic Sciences. **Legal Authority:** Criminal Code of Canada, R.S.O. 1970, s.254(1). **Information Maintained:** Name, agency, dates of course, date of designation, designation by date of requalification, badge number, age, years of experience. **Uses:** Ensure qualified police officers perform breath tests. **Users:** Crown attorneys, lawyers, law-enforcement agencies. **Individuals in Bank:** Current and former police officers designated by the Solicitor General as Qualified Breathalyzer Technicians. **Retention and Disposal:** 25 years, then destroyed.

Coroner's Investigation Files

Location: Office of the Chief Coroner, Regional and Investigating Coroner's Offices. **Legal Authority:** Coroners Act, R.S.O. 1980, c.93, s.4. **Information Maintained:** Name of deceased; coroner's name, cause of death, post mortem reports, forensic laboratory reports, inquest results, verdicts, jurors' recommendations, records relating to implementation of recommendations, police reports, Ministry of Labour reports. **Uses:** Medical, legal, and statistical purposes. **Users:** Coroners and staff of the Office of the Chief Coroner, relatives as defined by the Coroner's Act (R.S.O. 1980, c.93, s.18(2)), and other authorized agencies. **Individuals in Bank:** Individuals whose death was investigated by a coroner. **Retention and Disposal:** 25 years, then transferred to archives.

Fire Investigation Files and Statistics Reporting System

Location: Office of the Fire Marshal and district offices. **Legal Authority:** Fire Marshals Act, R.S.O. 1980, c.166, s.3. **Information Maintained:** Name, home address, date of birth, sex, names of parties involved, injuries or fatalities, time, date, location and area of fire, description of the building, cause of the fire. **Uses:** Investigate occurrences; maintain statistical records. **Users:** Office of the Fire Marshal staff, fire departments, law-enforcement agencies, other government agencies and insurance companies. **Individuals in Bank:** Owners/occupants of buildings where fires have occurred; owners, occupants or persons charged with fire-related offences under the Criminal Code of Canada, provincial statutes and/or municipal bylaws. **Retention and Disposal:** Five to 20 years depending on the classification of the fire, then transferred to archives.

Post Mortem Investigation Reports

Location: Forensic Pathology Branch. **Legal Authority:** Coroners Act, R.S.O. 1980, c.93, s.4. **Information Maintained:** Name, address, medical description of individual autopsied, details of the medical and scientific investigation. **Uses:** Assist police, coroners, pathologists and Crown attorneys undertaking death-related investigations. **Users:** Office of the Fire Marshal staff, branch staff, law-enforcement agencies, other government agencies, insurance companies and relatives as defined by the Coroner's Act (R.S.O. 1980, c.93, s.18(2)). **Individuals in Bank:** Deceased persons who have been autopsied, individuals involved in the post mortem examination. **Retention and Disposal:** Ten years, then destroyed.

Affiliated Agencies

Advisory Committee On Crime Prevention

The Advisory Committee on Crime Prevention evaluates crime-prevention programs in other jurisdictions with a view to their introduction in Ontario; assesses and evaluates existing crime-prevention programs; visits police forces across Ontario to assist the development and initiation of crime-prevention programs; and assists the Ontario Police College in developing crime-prevention courses. The day-to-day work of the committee is carried on by the Crime Prevention Liaison Officer.

General Classes or Types of Records

Contain information relating to the creation of municipal crime-prevention programs and the development of information materials for the public.

Minutes of Meetings

Personal Information Banks

None

Animal Care Review Board

The Animal Care Review Board is the statutory body which hears appeals concerning the seizure of animals by the Humane Society.

General Classes or Types of Records

Contain information and correspondence related to the board's activities.

Appeal Decisions
Minutes of Meetings
Transcripts of Appeal Hearings

Personal Information Banks

Contain information relating to board hearings.

Animal Care Review Board Hearings

Location: Public Safety Division. **Legal Authority:** Ontario Society for the Prevention of Cruelty to Animals Act, R.S.O. 1980, c.356, s.16. **Information Maintained:** Appellant's name, address. **Uses:** Hear and rule on appeals. **Users:** Board members. **Individuals in Bank:** Individuals appealing the seizure of an animal. **Retention and Disposal:** Not determined.

Coroners' Council

The Coroners' Council reviews the appointments of coroners and recommends termination of appointments of those who are not actively performing the duties of coroners; receives and investigates complaints concerning misbehaviour, incompetence or inability, or neglect of duty by coroners and makes such recommendations as it sees fit.

General Classes or Types of Records

No records are maintained by the Coroners' Council.

Personal Information Banks

Contain information relating to council hearings.

Coroners' Council Hearings

Location: Coroners' Council. **Legal Authority:** Coroners Act, R.S.O. 1980, c.93, s.6. **Information Maintained:** Names, home address, sex, date of birth, performance records. **Uses:** Determine suitability for continued appointment as a coroner. **Users:** Council members. **Individuals in Bank:** Coroners who are subject to a hearing. **Retention and Disposal:** Not determined.

Fire Code Commission

The Fire Code Commission hears appeals concerning Fire Marshal's orders issued by municipal fire departments for violations of fire-safety codes in buildings.

General Classes or Types of Records

Contain information relating to the commission's hearings.

Fire Code Commission Decisions
Fire Marshal's Orders
Inspection Reports
Minutes of Meetings
Transcripts

Manuals

Manual of Records of Hearings

Personal Information Banks

Contain information relating to commission hearings.

Fire Code Commission Hearings

Location: Fire Code Commission. **Legal Authority:** Fire Marshals Act, R.S.O. 1980, c.166, s.18(a). **Information Maintained:** Appellant's name, address, Fire Marshal's Order, inspection report of premises, Fire Code Commission decision, correspondence. **Uses:** Hear and rule on appeals. **Users:** Commission members, fire departments, appellant, Fire Marshal's Office staff. **Individuals in Bank:** Individuals appealing Fire Marshal's orders. **Retention and Disposal:** Five years, then transferred to archives.

Ontario Police Arbitration Commission

The Ontario Police Arbitration Commission is responsible for monitoring and evaluating the effectiveness of the police arbitration system and making recommendations for its improvement. The commission has five members and administers the arbitration process between the municipalities and municipal police forces.

General Classes or Types of Records

Contain information and correspondence related to the police arbitration process.

Arbitration Decisions
Commission Recommendations
Minutes of Meetings

Personal Information Banks

Contain information relating to appointed arbitrators.

Register of Arbitrators

Location: Ontario Police Arbitration Commission. **Legal Authority:** Police Act, R.S.O. 1980, c.381, s.38. **Information Maintained:** Name, address, qualifications for designation as arbitrators. **Uses:** Select arbitrators. **Users:** Commission members and staff. **Individuals in Bank:** Candidates for designation as arbitrators. **Retention and Disposal:** Not determined.

Ontario Police Commission

The Ontario Police Commission was founded in 1962 to establish and maintain acceptable and uniform standards of police performance. Under ministry reorganization in 1988, the commission has become a quasi-judicial body concerned primarily with inquiries and appeals relating to the provisions of the Police Act and its regulations. This includes Police Act disciplinary appeals and appeals from members of the public regarding complaints against police forces or members of police forces.

General Classes or Types of Records

Contain information relating to the administration and operation of police forces in the province.

Disciplinary Appeal Decisions

Manuals

Provide guidelines for police governing authorities and information concerning complaints against police.

Complaints Against the Police
Guidelines for Police Governing Authorities

Personal Information Banks

Contain information relating to inquiries and appeals under the Police Act and its regulations.

Police Act Disciplinary Appeals

Location: Office of the Chairman. **Legal Authority:** Police Act, R.S.O. 1980, c.381, s.42(1)(l). **Information Maintained:** Appellant's name, employing police force. **Uses:** Determine and document appeal decisions. **Users:** Commission staff. **Individuals in Bank:** Individuals appealing decisions of a lower tribunal. **Retention and Disposal:** Not determined.

Police Force Investigations and Inquiries

Location: Office of the Chairman. **Legal Authority:** Police Act, R.S.O. 1980, c.381, s.58. **Information Maintained:** Name, transcripts of inquiries, investigation reports, decisions and recommendations. **Uses:** Document the commission's decisions and recommendations; determine policing requirements and standards. **Users:** Commission staff, police forces, police governing authorities. **Individuals in Bank:** Individuals involved in inquiries and investigations, witnesses. **Retention and Disposal:** Not determined.

Record of Citizens' Complaints

Location: Citizen Complaints Office. **Legal Authority:** Police Act, R.S.O. 1980, c.381, s.42(1). **Information Maintained:** Complainant's name, letter of complaint, names of witnesses, investigator's report, copies of statements where applicable. **Uses:** Determine validity of complaint. **Users:** Commission staff. **Individuals in Bank:** Individuals lodging complaints, officers named in complaints, witnesses. **Retention and Disposal:** Five years, then transferred to archives.

Special Constables Approved by Ontario Police Commission

Location: Ontario Police Commission. **Legal Authority:** Police Act, R.S.O. 1980, c.381, s.69. **Information Maintained:** Individual's and agency's name, reasons for special constable appointment. **Uses:** Determine suitability for appointment as special constable; maintain a record of appointments. **Users:** Commission staff and approving authorities. **Individuals in Bank:** Individuals applying for special constable status. **Retention and Disposal:** Not determined.

Access

Freedom of Information and Privacy Coordinator
Ministry of the Solicitor General
2nd Floor, 90 Harbour Street
Toronto, Ontario
M7A 2S1
Telephone: (416) 324-3537

A public reading room for the review of **manuals** and other information is open during regular office hours on the second floor at 90 Harbour Street, Toronto.

Stadium Corporation of Ontario Limited

Head

President and Chief Executive Officer
Stadium Corporation of Ontario Limited
Suite 3000, 300 Bremner Boulevard
Toronto, Ontario
M5V 3B2
Telephone: (416) 341-3663

Mandate

The corporation was incorporated in August 1984 under the Business Corporations Act, 1982 (Ontario), and functions as a Crown agency reporting through the Treasurer of Ontario and Minister of Economics. It is charged with responsibility for the construction, operation and maintenance of the SkyDome stadium complex located in Metropolitan Toronto and is responsible for negotiating such financial, construction and leasing agreements as are necessary or of advantage to this purpose.

Organization

The corporation's sole division includes the following functional areas: Executive; Finance; Sales and Marketing, Public Affairs and Guest Services; Administration; Legal; and Operations. Records are maintained within each area.

Divisions

All functional areas report to the President and Chief Executive Officer.

General Classes or Types of Records

Contain material associated with the development and business operations of the SkyDome entertainment, sports and hospitality centre.

Annual Financial Statements
Architectural Submissions
Board of Directors' Meetings
Calendar of Events
Contractual Arrangements
Design Competition Documents

Personal Information Banks

The following common personal information banks described in Chapter II of this directory are maintained.

Employment Application Inventory
General Employment History and Payroll Information

Access

Treasurer/Freedom of Information and Privacy Coordinator
Stadium Corporation of Ontario Limited
Suite 3000, 300 Bremner Boulevard
Toronto, Ontario
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Telephone: (416) 341-3663

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A public reading room for the review of manuals and other information is open during regular office hours at Suite 3000, 300 Bremner Boulevard, Toronto.

Ontario Teachers' Pension Plan Board

Head

Chairperson
Ontario Teachers' Pension Plan Board
Suite 400, 5650 Yonge Street
North York, Ontario
M2M 4H5
Telephone: (416) 226-2700

Mandate

The Ontario Teachers' Pension Plan Board provides pension plans for persons employed in education in Ontario and advises the Minister of Education on the management of the pension plan and fund.

Organization

The Ontario Teachers' Pension Plan Board is governed by eight board members. Five of the members are government appointees and three members are appointed by the Ontario Teachers' Federation. The Board is organized into the Administration and Information Services Division and the Communications and Entitlements Division, which report to the Board's Chief Executive Officer.

Divisions

Director's Office

Reporting to the Board members, the Chief Executive Officer is responsible for the overall administration of the Board. The functions of Legal Counsel, Internal Auditor and Human Resources also report to the Director.

General Classes or Types of Records

Contain information relating to the overall management of the Board and the provision of legal advice, as well as general administrative records as described in Chapter II of this directory.

Agendas
Bylaws
Committee Records
Minutes of Executive Committees
Relations with Teachers' Associations and Levels of Government

Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

Freedom of Information and Protection of Privacy Act Requests

Also contain information on commission employees.

Personnel Records

Location: Human Resources Department. **Legal Authority:** Teachers' Pension Plan Act, S.O. 1989, Schedule I, s.130. **Information Maintained:** Name, address, Social Insurance Number, date of birth, sex, marital status, education, work history, performance appraisals, attendance record. **Uses:** Maintain a record of employee work history. **Users:** Human Resources Department, managers. **Individuals in Bank:** Employees. **Retention and Disposal:** Not determined.

Administration and Information Services Division

The Administration and Information Services Division provides financial management and administrative and office support services, and controls the computer and information systems that record teachers' contributions, employers' contributions and monthly payments to pensioners.

General Classes or Types of Records

Contain information relating to the administration of the investment portfolios.

Accounting Policy
Board Control
Financial Information Systems
Long-Term Investment Portfolio
Short-Term Investment Portfolio

Personal Information Banks

Contain information on the administration of the Superannuation Adjustment Fund, and payroll information on commission employees and teachers.

Payroll Administration

Location: Administration and Finance Branch. **Legal Authority:** Teachers' Pension Plan Act, S.O. 1989, Schedule I, s.130. **Information Maintained:** Name, address, telephone number, attendance and vacation dates, yearly earnings and deduction information. **Uses:** Administer payroll; issue T4 slips. **Users:** Payroll and senior accounting staff, auditors, Revenue Canada. **Individuals in Bank:** Employees of the Teachers' Pension Plan Board. **Retention and Disposal:** Permanent record.

Teacher Payroll Information

Location: Computer and Information Services Department. **Legal Authority:** Teachers' Pension Plan Act, S.O. 1989, Schedule I, s.111. **Information Maintained:** Name, address, Social Insurance Number, date of birth, annual salary, annual service credit, termination date of full-time teachers, pension contributions deducted, employee status (full-time, part-time, occasional, position-sharing participant), teacher certification number, Canada Pension Plan deductions. **Uses:** Determine employee eligibility to contribute; verify correct pension deductions; create a personal work history for all eligible contributors in order to provide a future benefit; determine accurate employer contributions; maintain a history of eligible employers/employees. **Users:** Board staff, eligible employers, Board auditors. **Individuals in Bank:** Contributors, employers. **Retention and Disposal:** Permanent.

Communications and Entitlements Division

This division consists of the Benefits and the Communications Departments. The Benefits Department is responsible for delivering benefits to pensioners and responding to contributor enquiries. The Communications Department is responsible for the preparation and distribution of mass educational and informational communication materials to the clients.

General Classes or Types of Records

Contain information relating to the management of the pension fund, the collection and distribution of benefits and the provision of information relating to contributors.

Compulsory Employment Credit
Optional Credit
Public Relations
Workshops and Public Relations Training

Manuals

Issued to staff to provide details on administration and operational policies and procedures.

Guidelines to Contributions

Personal Information Banks

Contain information on fund contributors.

Contribution and Service Credit Data

Location: Benefits Department. **Legal Authority:** Teachers' Pension Plan Act, S.O. 1989, Schedule I, s.111. **Information Maintained:** Name, Social Insurance Number, date of birth, sex, date of death, salary, contributions, service credit history, additional purchased service credit history, transfer-in of service credit history, refund of contribution history. **Uses:** Maintain member's records for reporting their status in the Teachers' Superannuation Fund and Superannuation Adjustment Fund; respond to members' inquiries; calculate and initiate payment of benefit; process credit-out of Teachers' Superannuation Fund and Superannuation Adjustment Fund for refunds and transfers; actuarial valuation of the two funds. **Users:** Board staff, auditors, actuaries. **Individuals in Bank:** Persons who have contributed to the Teachers' Pension Fund. **Retention and Disposal:** Permanent.

Optional Credit Calculation Data

Location: Benefits Department. **Legal Authority:** Teachers' Pension Plan Act, S.O. 1989, Schedule I, s.111. **Information Maintained:** Name, Social Insurance Number, duration of service, dates for which payment is to be made, salary. **Uses:** Calculate cost to purchase additional service credit in the fund since April 1986. **Users:** Benefits Department staff, Finance Department staff. **Individuals in Bank:** Members who have approval for the purchase of some types of credit in Teachers' Pension Fund. **Retention and Disposal:** Permanent.

Access

Freedom of Information and Privacy Coordinator
Ontario Teachers' Pension Plan Board
Suite 400, 5650 Yonge Street
North York, Ontario
M2M 4H5
Telephone: (416) 226-2700

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A public reading room for the review of manuals and other information is open from 8:00 a.m. to 4:30 p.m. Monday to Thursday, and 8:00 a.m. to 12:15 p.m. on Friday, on the fourth floor, 5650 Yonge Street, North York.

Ministry of Tourism and Recreation

Head

Minister of Tourism and Recreation
7th Floor, 77 Bloor Street West
Toronto, Ontario
M7A 2R9
Telephone: (416) 963-1401

Mandate

The ministry encourages the development of a wide variety of tourist and recreational opportunities for Ontario residents and visitors. It promotes the growth of the tourism industry through marketing initiatives, financial assistance and advisory services and through its agencies which serve the public directly. The ministry also provides resources to municipalities, provincial organizations and community groups offering sport and recreation programs.

Organization

The ministry has five divisions - Corporate Management Services; Tourism; Expositions and Attractions; Recreation; and Tourism and Recreation Operations - and includes the Communications Branch, the Corporate Planning Secretariat and the Legal Services Branch. The Huronia Historical Advisory Council, Old Fort William Advisory Committee, Advisory Committee on Sport Fitness and Recreation Safety, Ontario Place Corporation, and St. Lawrence Parks Commission are agencies that report to the ministry. Head office is in Toronto and the ministry maintains 22 local offices in communities across the province.

Divisions

Communications Branch

The branch provides corporate communications services including the development of publications (brochures and newsletters) and the writing of speeches and letters of greeting for the minister and deputy minister. The branch promotes the ministry's work through the media and coordinates the ministry's French language services.

General Classes or Types of Records

Contain information on administration and finance, ministry programs, policies, agencies and attractions.

French Language Services
Production and Reference for Employee Newsletter

Manuals

Provide policy guidelines on print and display production, public inquiries, the use of minister's and deputy minister's letters of greeting, and the purchase of creative services.

Communications Policies
Ministry Programs

Personal Information Banks

None

Corporate Planning Secretariat

The secretariat coordinates ministry strategic planning and policy items; advises the minister and deputy minister on corporate policy issues; monitors relevant developments in other ministries; works with program staff to identify issues; and coordinates ministry response to interministerial and government- wide issues.

General Classes or Types of Records

Contain information used in the analysis of tourism and recreation policy issues. Also include material concerning strategic planning.

Policy Development and Research
Strategic Planning

Personal Information Banks

None

Legal Services Branch

The branch provides general legal services to the ministry and its agencies.

General Classes or Types of Records

Contain information on legislation, regulations and orders in council concerning the ministry and its agencies, legal advice provided to program and support branches and to the ministry's agencies, and contracts and agreements.

Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

Litigation Files

Corporate Management Services Division

The division is responsible for budget planning and analysis, information technology, financial control, purchasing services, human resources, audit services, employment equity, freedom of information and protection of privacy, and ministry-wide administration including the supervision of support service agreements with other ministries and liaison with central agencies. Also acts as liaison for and representative of four of the ministry's agencies.

General Classes or Types of Records

Contain correspondence and reports on administrative, operational and management policy processes and procedures, advice to the minister, information on program areas and agencies, finance, planning, auditing, human resources, and systems and support services. Also contain correspondence between the ministry and the government's central agencies.

Agencies, Boards, and Commissions - General
Metro Toronto Convention Centre
Ontario Lottery Corporation
Ontario Trillium Foundation
Ottawa Congress Centre

Manuals

Document ministry administrative practices and provide operating guidelines.

Corporate Planning Manual
Ministry Administration

Personal Information Banks

Contain information required for general administrative and accounting purposes. The following common personal information banks as described in Chapter II of this directory are maintained. The Ontario Place Corporation and the St. Lawrence Parks Commission maintain their own personal information banks.

Career Planning/Training
Central Attendance Recording System (CARS)
Employment Application Inventory
Employment Equity Program
Freedom of Information and Protection of Privacy Act Requests
General Employment History and Payroll Information
Grievances and Applications
Identity/Employee Card
Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)
Job Competitions
Library Users Lists
Medical Information (Personnel)
Ombudsman/Human Rights Commission
Parking Records (maintained by the Ministry of Culture and Communications)
Performance Management
Travel/Expense Accounts
Workers' Compensation

Expositions and Attractions Division

This division is responsible for the planning and management of Ontario Participation in International expositions in this province. In addition, the division is responsible for the operation of historical attractions at Thunder Bay, Midland and Penetanguishene and for liaison with the Ontario Place Corporation, the St. Lawrence Parks Commission, the Niagara Parks Commission and the St. Clair Parkway Commission.

General Classes or Types of Records

Contain correspondence and reports on administrative, operational and management policy processes and procedures, advice to the minister, information on program areas and agencies, finance, corporate planning, auditing, human resources, and systems and support services. Also contain correspondence between the ministry and the government's central agencies.

Agencies, Boards and Commissions - General
Huronia Historical Parks - Maintenance, Program Delivery, Promotion and Public Relations
Niagara Parks Commission
Old Fort William - Advertising and Public Relations, Emergency and Security Reports, Historical Research and Collections Management
Old Fort William - Interpretive Programming
Old Fort William - Maintenance and Construction
Old Fort William - Reservations and Tour Bookings
Ontario Place Corporation
St. Lawrence Parks Commission

Personal Information Banks

Contain information relating to the activities of the Old Fort William (OFW) and Huronia Historical Parks (HHP)

Huronia Historical Parks (Interpretive and Educational Manual, Sainte-Marie Interpretive and Educational Manual, Naval and Military Establishments)
Ministry Administration Manual
Naval and Military Establishments Operations Manual
Old Fort William (Artillery Demonstration Safety, Education Canoe Safety, Information Centre Operations, Interpretive Canoe Safety, Musket Demonstration Safety, Seasonal Staff Handbook, Tour Guide Manual, Volunteer Handbook)
Sainte-Marie Operations Manual

Personal Information Banks

Contain information on public participants in the education programs at Old Fort William and the Huronia Historical Parks, as well as information relating to the descendants of the establishments' original personnel.

HHP - Descendant's of the Original Personnel

Location: Huronia Historical Parks, Historic Programs Department. **Legal Authority:** Ministry of Tourism and Recreation Act, S.O. 1982, c.7, s.4; Historic Parks Act, R.S.O. 1980, c.199. **Information Maintained:** Genealogical data on the descendants of the original personnel who lived and worked at Ste-Marie Among the Hurons, and the Naval and Military Establishments. **Uses:** Identify descendants; conduct historical research on a wide range of topics; publicize the program. **Users:** Historic Programs Department staff, staff of Marketing and Communications Department, staff of Information Services Department, volunteer researchers for Huronia Historical Parks. **Individuals in Bank:** Descendants of the original personnel. **Retention and Disposal:** Not determined.

HHP - Incident Reports

Location: Huronia Historical Parks, Historic Programs Department. **Legal Authority:** Ministry of Tourism and Recreation Act, S.O. 1982, c.7, s.4; Historic Parks Act, R.S.O. 1980, c.199. **Information Maintained:** Name, address, telephone number, description of the incident. **Uses:** Document incidents in the event of a claim or legal issue. **Users:** Historic Programs Department staff, staff of Employee and Volunteer Services Departments. **Individuals in Bank:** Visitors injured on the sites. **Retention and Disposal:** Not determined.

HHP - Indemnity Files

Location: Huronia Historical Parks, Historic Programs Department. **Legal Authority:** Ministry of Tourism and Recreation Act, S.O. 1982, c.7, s.4; Historic Parks Act, R.S.O. 1980, c.199. **Information Maintained:** Name, address, telephone number, names of parents or guardians. **Uses:** Indemnify the government and volunteers for claims; contact parents or guardian in case of emergency. **Users:** Historic Programs Department staff, security guard and maintenance staff. **Individuals in Bank:** Children participating in the Sainte-Marie Live-In Program. **Retention and Disposal:** Not determined.

HHP - Loans, Donations/Acquisitions

Location: Huronia Historical Parks, Historic Programs Department. **Legal Authority:** Ministry of Tourism and Recreation Act, S.O. 1982, c.7, s.4; Historic Parks Act, R.S.O. 1980, c.199. **Information Maintained:** Name, address, telephone number, description of donation or loan, information concerning provenance. **Uses:** Maintain a record of donations and loans; recognize and publicize donors. **Users:** Historic Programs Department staff, staff of Information Services, Marketing and Communications, and Resource Development Departments. **Individuals in Bank:** Donors and lenders to the Huronia Historical parks, Sainte-Marie Among the Hurons, or the Historical Naval and Military Establishments. **Retention and Disposal:** Not determined.

HHP - Sainte-Marie Prize in History

Location: Huronia Historical Parks, Historic Programs Department. **Legal Authority:** Ministry of Tourism and Recreation Act, S.O. 1982, c.7, s.4; Historic Parks Act, R.S.O. 1980, c.199. **Information Maintained:** Biographical information and resumes. **Uses:** Maintain a record of recipients; publicize and promote the parks. **Users:** Authorized staff of Huronia Historical Parks. **Individuals in Bank:** Prize recipients. **Retention and Disposal:** Not determined.

OFW - Descendant's of the North West Company

Location: Old Fort William, Program Services Department. **Legal Authority:** Ministry of Tourism and Recreation Act, S.O. 1982, c.7, s.4; Historic Parks Act, R.S.O. 1980, c.199, s.5. **Information Maintained:** Genealogical data on the descendants of the original personnel of the North West Company. **Uses:** Identify descendants; conduct historical research on a wide range of topics; publicize the program. **Users:** Old Fort William staff and volunteer researchers. **Individuals in Bank:** Descendants of the original personnel. **Retention and Disposal:** Not determined.

OFW - Incident Reports

Location: Old Fort William, Finance and Administration Services Department. **Legal Authority:** Ministry of Tourism and Recreation Act, S.O. 1982, c.7, s.4; Historic Parks Act, R.S.O. 1980, c.199, s.5. **Information Maintained:** Name, address, telephone number, description of the incident. **Uses:** Document incidents in the event of a claim or legal issue. **Users:** Finance and Administration staff and Management Committee members. **Individuals in Bank:** Visitors injured on site or involved in incidents resulting in property damage. **Retention and Disposal:** Not determined.

OFW - Loans, Donations/Acquisitions

Location: Old Fort William, Program Services Department. **Legal Authority:** Ministry of Tourism and Recreation Act, S.O. 1982, c.7, s.4; Historic Parks Act, R.S.O. 1980, c.199, s.5. **Information Maintained:** Name, address, telephone number, description of donation or loan, information concerning provenance. **Uses:** Maintain a record of donations and loans; recognize and publicize donors. **Users:** Program Services staff, Marketing and Communications staff. **Individuals in Bank:** Donors and lenders to Old Fort William. **Retention and Disposal:** Not determined.

OFW - Program Participants

Location: Old Fort William, Program Services Department, Reservations Department. **Legal Authority:** Ministry of Tourism and Recreation Act, S.O. 1982, c.7, s.4; Historical Parks Act, R.S.O. 1980, c.199, s.5. **Information Maintained:** Name, address, medical history, permission to participate, name of parent or guardian, name and date of program. **Uses:** Approve program participation; mailing lists; indemnify the government and volunteers for claims; contact parents or guardians in case of emergency. **Users:** Program Services and Reservations staff. **Individuals in Bank:** Individuals accepted for programs, parents and guardians of those individuals. **Retention and Disposal:** Not determined.

OFW - Volunteer Records

Location: Old Fort William, Program Services Department. **Legal Authority:** Ministry of Tourism and Recreation Act, S.O. 1982, c.7, s.4; Historic Parks Act, R.S.O. 1980, c.199, s.5. **Information Maintained:** Name, address, telephone number, age, marital status, personal interests, number of volunteer hours recorded, training records. **Uses:** Document the recruitment, training, placement and activities of volunteers; maintain contact with volunteers. **Users:** Program Services staff. **Individuals in Bank:** Volunteers and potential volunteers. **Retention and Disposal:** Not determined.

Recreation Division

The division ensures that appropriate services, programs and facilities for recreation, sports and fitness are accessible to all residents of the province; supports community leisure service agencies, sport and fitness organizations serving elite and recreational athletes, research activities, and leadership training. The division is also responsible for liaison with the Ontario Olympic Secretariat and two agencies of the ministry, Thunder Bay Ski Jumps Ltd. and the Advisory Committee on Sport Fitness and Recreation Safety.

General Classes or Types of Records

Contain information on general administrative, financial policy and legal matters, client relations including financial assistance requests and reports, and program and project planning and reports.

Camping and Outdoor Education
Fitness Services
Grants - Provincial Sports-Governing Bodies and Physical Recreation Agencies
Liaison - Sports, Fitness and Recreation Clients
Non-Profit Camps - Grant Applications
Provincial Recreation Certification
Recreation Leadership
Recreation Services
Specialized Recreational Programs
Sports Services Correspondence
Thunder Bay Ski Jumps Ltd.
Workshops and Conferences

Manuals

Issued to all staff involved in grants administration and other assistance programs within the Sports and Fitness Branch and also to relevant client organizations.

Financial Assistance Guidelines
Sports Awards Criteria

Personal Information Banks

Contain information on public participation in camping, fitness, elite athletics, sports awards, and coaching programs of the ministry. Also contain information on recreation consultants and camp leadership instructors.

Camping and Outdoor Education Programs

Location: Recreation Branch. **Legal Authority:** Ministry of Tourism and Recreation Act, S.O. 1982, c.7, s.4. **Information Maintained:** Name, address, name(s) of sponsor(s), sponsor's evaluations. **Uses:** Document decisions on applications and evaluations of campers and instructors; provide sponsors with evaluations. **Users:** Division staff, sponsors (evaluations only). **Individuals in Bank:** Campers, instructors, applicants for and participants in the Ontario Camp Leadership Centre, Bark Lake. **Retention and Disposal:** Five years, then destroyed; select files to archives.

Corps d'Elite Ontario Awards - Nominees and Recipients

Location: Recreation Branch. **Legal Authority:** Ministry of Tourism and Recreation Act, S.O. 1982, c.7. **Information Maintained:** Name, address, record of service, achievements, letters of support. **Uses:** Determine and identify award recipients. **Users:** Program staff. **Individuals in Bank:** Volunteers and professionals in the recreation field. **Retention and Disposal:** Five years, then transferred to archives.

Fitness Services

Location: Sports and Fitness Branch. **Legal Authority:** Ministry of Tourism and Recreation Act, S.O. 1982, c.7, s.4. **Information Maintained:** Name, address, requests for information, awards certificates. **Uses:** Document and evaluate needs of user groups, individual development and progress, and eligibility for awards and certification. **Users:** Division staff. **Individuals in Bank:** Individuals registered in ministry fitness programs (e.g., Fitfive, Family Fitogether, Fitness Leadership). **Retention and Disposal:** Five years, then destroyed; select files to archives.

Recreation Consultants - Human Resources Inventory

Location: Recreation Branch. **Legal Authority:** Ministry of Tourism and Recreation Act, S.O. 1982, c.7, s.4. **Information Maintained:** Name, resume, fee schedule, references. **Uses:** Provide inventory of consulting services to ministry and client groups. **Users:** Training, youth and leadership staff in provincial and municipal recreation departments and in other recreation client groups. **Individuals in Bank:** Candidates for consulting assignments. **Retention and Disposal:** One year after file closed, then destroyed.

Sports Services - Awards Program

Location: Sports and Fitness Branch. **Legal Authority:** Ministry of Tourism and Recreation Act, S.O. 1982, c.7, s.4. **Information Maintained:** Name, address, competition achievement records, nominations for special awards. **Uses:** Document nomination process; assess eligibility for championship awards and special award recipients - Athlete/Team of the Year, Special Achievement (volunteer service) awards, etc.; publicize awards. **Users:** Program staff, members of Awards Selection Committee. **Individuals in Bank:** Nominees and recipients of awards. **Retention and Disposal:** Five years, then destroyed.

Sports Services - Correspondence

Location: Sports and Fitness Branch. **Legal Authority:** Ministry of Tourism and Recreation Act, S.O. 1982, c.7, s.4. **Information Maintained:** Name, competition record, financial or technical assistance received. **Uses:** Document progress and results; record assistance requests, action taken, and follow-up. **Users:** Selected division staff. **Individuals in Bank:** Elite athletes (carded or uncarded), participants in coaching development programs, recipients and nominees for sports awards. **Retention and Disposal:** Five years, then destroyed.

Ontario Olympic Secretariat

The province of Ontario was a major partner in the bid to host the 1996 Summer Olympic Games. From August 1, 1988 to September 18, 1990, its interests in this endeavour were represented by the secretariat, which provided a central point of liaison with the Toronto Ontario Olympic Council, the official bid agent.

General Classes or Types of Records

Contain information on secretariat administration. Also contain information relating to the 1996 Olympic Games, including correspondence with federal and municipal governments and other organizations.

Federal and Municipal Governments and Other Organizations - Correspondence
Interministerial and Other Committees - Minutes and Correspondence
Other Bid Cities and Previous Host Cities - Clippings and Related Information

Personal Information Banks

None

Tourism Division

The division assists the tourist industry in developing facilities and services for Ontario residents and visitors and in marketing tourism in Ontario, and acts as the government's advocate for tourism.

General Classes or Types of Records

Contain tourism-promotion files, an inventory of publications, economic impact studies, financial analysis modules of various establishments, photographs, tourism statistics, and administrative material.

Advertising Projects
Assessment of Ontario's Tourist Industry
Financial Assistance Programs
International Offices - Promotion
Promotions Projects
Publications and Source Material
Research Statistics
Research Studies and Profiles
Tourism Development and Improvement
Tourism Policy
Tourism Promotion

Travel Trade Promotion
Visit Ontario Program

Manuals

Issued to staff at Ontario Travel Centres and the head office of the Travel Information Section to provide direction and information concerning their areas of responsibility.

Ontario Travel Centres - Operations Manual
Telephone Counselling Operations Manual

Personal Information Banks

Contain information on consumers contacting the Travel Information section concerning owners and operators of tourist establishments listed in ministry publications and responding to direct mail campaigns.

Tourist Establishments - Source Information (Tourism Division)

Location: Tourism Marketing Branch. **Legal Authority:** Ministry of Tourism and Recreation Act, S.O. 1982, c.7, s.4. **Information Maintained:** Name, address, telephone number, type of establishment, fee schedule, operating schedule. **Uses:** Update publications; distribute literature and information on government programs. **Users:** General public using publications or making inquires to the ministry. **Individuals in Bank:** Operators of tourist establishments providing information for publication. **Retention and Disposal:** Two years, then destroyed.

Travel Inquiries and Source Material

Location: Tourism Marketing Branch. **Legal Authority:** Ministry of Tourism and Recreation Act, S.O. 1982, c.7, s.4. **Information Maintained:** Name, address, telephone number, method of contact, information and literature provided. **Uses:** Marketing, research and evaluation; publications; mailing lists. **Users:** Staff of Tourism Division. **Individuals in Bank:** Consumers contacting head office for travel information or responding to direct mail campaigns. **Retention and Disposal:** Two years, then destroyed.

Tourism and Recreation Operations Division

Through 22 field offices grouped into four regions, the division provides consulting services and channels government financial assistance to tourism and recreation clients in order to stimulate economic growth and recreational opportunities. Administers and processes grants to fund various recreation projects and processes loans to tourism clients in Ontario. It also coordinates the delivery of the Tourism Awareness and Hospitality Training Program.

General Classes or Types of Records

Contain information on applications from and licences for tourist establishments, general client-related correspondence and administration files. Also contain information on grant applications and correspondence, including detailed records of payments and approval transactions relating to each grant. Also contain information on hospitality-related program and presentation. The following records are kept by all regional offices unless otherwise specified.

Community Recreation Centres Act - Grants (CRCA Audit)
Community Waterfront Program
Destination East
Destination North
Eastern Ontario Federal-Provincial Subsidiary Agreement (eastern region)
General Grant Programs
Grants Administration System - Grants Administration Unit Hospitality-Related Programs (including Tourism Awareness and Hospitality Training Program (head office)) - Manuals
Municipal Grants under Regulation 517
Northern Ontario Regional Economic Development (northeastern and northwestern regions)
Northern Ontario Rural Fund (formerly Northern Ontario Rural Development Agreement (northeastern and northwestern regions))
Northern Ontario Tourist Information Centres Enhancement
Recreation Client Services
Tourist Establishments and General Administration (research, studies, statistics)

Manuals

Issued to staff to provide guidance in preparing forms and letters used in grants administration.

Consulting Guidelines for Community Recreation Financial Assistance Program
Grants Administration Procedures

Personal Information Banks

Contain information on owners and operators of tourist establishments listed in ministry publications. Also contain information on participants of the Tourism Awareness and Hospitality Training Program.

Tourist Establishments - Source Information (Tourism and Recreation Operations Division)

Location: Regional offices. **Legal Authority:** Ministry of Tourism and Recreation Act, S.O. 1982, c.7, s.4. **Information Maintained:** Name, address, telephone number, type of establishment, fee schedule, operating schedule. **Uses:** Update publications; distribute literature and information on government programs. **Users:** General public using publications or making inquiries to the ministry. **Individuals in Bank:** Operators of tourist establishments providing information for publication. **Retention and Disposal:** Two years, then destroyed.

Tourism Awareness and Hospitality Training Program

Location: Head office. **Legal Authority:** Ministry of Tourism and Recreation Act, S.O. 1982, c.7, s.4. **Information Maintained:** Name, address, telephone number, occupation, business address and telephone number, type of establishment. **Uses:** Record training. **Users:** Ministry personnel, contracted mailing house for the mailing of graduation certificates. **Individuals in Bank:** Participants in training program. **Retention and Disposal:** Not determined.

Affiliated Agencies

Advisory Committee on Sport Fitness and Recreation Safety

The committee advises the minister on general policy concerning the ministry's activities in promoting safe practices in amateur sports, fitness and physical recreation programs in Ontario.

General Classes or Types of Records

Contain minutes of meetings, travel claims and general information on the committee and its members.

Personal Information Banks

Contain information on committee members.

Advisory Committee on Sport Fitness and Recreation Safety - Committee Members

Location: Advisory Committee on Sport Fitness and Recreation Safety. **Legal Authority:** Order in Council 1146/88. **Information Maintained:** Names, addresses. **Uses:** Maintain a record of committee membership. **Users:** Minister's office staff, Safety Leadership Office staff. **Individuals in Bank:** Appointed members. **Retention and Disposal:** Current information retained; outdated information sent to archives.

Huronia Historical Advisory Council

On behalf of the Huronia region and under the terms of the 1964 agreement between the province and the Jesuit Fathers of Upper Canada Holding Corporation, the volunteers appointed to the council report to the minister on two historic sites - Sainte- Marie Among the Hurons (Midland) and the Historic Naval and Military Establishments (Penetanguishene). The council promotes tourism in Huronia and Huronia's history and culture.

General Classes or Types of Records

Contain minutes of meetings, travel claims, correspondence, and general information on the council.

Personal Information Banks

Contain information on council members.

Huronia Historical Advisory Council

Location: Huronia Historical Parks, General Manager's Office. **Legal Authority:** Ministry of Tourism and Recreation Act, S.O. 1982, c.7, s.4; Historic Parks Act, R.S.O. 1980, c.199. **Information Maintained:** Curriculum vitae. **Uses:** Maintain a record of council membership; appoint new members. **Users:** Premier's Office, Executive Secretary of the Council. **Individuals in Bank:** Appointed members past and present. **Retention and Disposal:** Not determined.

Old Fort William Advisory Committee

The committee advises the minister on general policy concerning Old Fort William's capital development and program expansion. It works to build community awareness and an understanding of Ontario's fur trade heritage.

General Classes or Types of Records

Contain information on travel, hospitality, general administration, and minutes of meetings.

Personal Information Banks

Contain information on appointments and resumes of committee members.

Old Fort William Advisory Committee Members

Location: Old Fort William. **Legal Authority:** Ministry of Tourism and Recreation Act, S.O. 1982, c.7, s.4; Historical Parks Act, R.S.O. 1980, c.199, s.5. **Information Maintained:** Name, address, correspondence concerning committee members, related information. **Uses:** Maintain record of all members. **Users:** Old Fort William head office staff. **Individuals in Bank:** Committee members. **Retention and Disposal:** One year after file closed, then destroyed.

Ontario Place Corporation

The corporation operates a 39-hectare cultural, entertainment and recreation complex on the Toronto waterfront. Facilities include exhibition pavilions, outdoor entertainment venues, movie theatres, a marina, water-based attractions, an historic tribal- class destroyer, a children's play area, restaurants, snack bars, boutiques, picnic areas, and function and banquet facilities.

General Classes and Types of Records

Contain information concerning the corporation's management, administration, development, programs, operations, and resources.

Concessions
Finance and Administration
Maintenance and Construction
Marketing and Public Relations
Operations
Programs and Entertainment

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Career Planning/Training
Central Attendance Recording System (CARS)
Employment Application Inventory
Employment Equity Program
General Employment History and Payroll Information
Grievances and Applications
Identity/Employee Card
Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)
Job Competitions
Medical Information (Personnel)
Ombudsman/Human Rights Commission
Performance Management
Travel Expense Accounts
Workers' Compensation

Also contain information on contracts and agreements.

Contracts and Agreements - Ontario Place

Location: Ontario Place Corporation. **Legal Authority:** Ontario Place Corporation Act, R.S.O. 1980, c.353, s.9. **Information Maintained:** Name, address, personal and financial information related to all contracts and agreements between the corporation and its clients and suppliers. **Uses:** Reference, future planning, negotiating agreements. **Users:** Management staff. **Individuals in Bank:** Entertainers, performers, consultants, concessionaires, research participants, promoters. **Retention and Disposal:** Eight years, then destroyed.

Customer Complaints - Ontario Place

Location: Ontario Place Corporation. **Legal Authority:** Ontario Place Corporation Act, R.S.O. 1980, c.353, s.8 and s.9. **Information Maintained:** Names and addresses of persons registering service complaints at Ontario Place. **Uses:** Operational assessment. **Users:** Management, supervisory staff. **Individuals in Bank:** Park visitors. **Retention and Disposal:** Three years, then destroyed.

Incidents and Occurrences - Ontario Place

Location: Ontario Place Corporation. **Legal Authority:** Ontario Place Corporation Act, R.S.O. 1980, c.353, s.8 and s.9. **Information Maintained:** Names and addresses of individuals involved in accidents, description of injuries, complaints, vandalism, public disturbance, trespass, parking violations and other unlawful or prohibited activities. **Uses:** Operational assessment; potential litigation. **Users:** Management, supervisory staff, Ontario Provincial Police, Metro Police, government and Risk Management staff, insurance adjusters. **Individuals in Bank:** Park visitors, staff. **Retention and Disposal:** Six years, then destroyed.

Marina Boaters - Ontario Place

Location: Ontario Place Corporation. **Legal Authority:** Ontario Place Corporation Act, R.S.O. 1980, c.353, s.8 and s.9. **Information Maintained:** Name, address, details of boats, contract, passes. **Uses:** Collect fees; mail applications; issue passes. **Users:** Administrative and internal audit staff. **Individuals in Bank:** Boaters renting space from the Ontario Place Marina. **Retention and Disposal:** Two years, then destroyed.

Market Research Surveys - Ontario Place

Location: Ontario Place Corporation. **Legal Authority:** Ontario Place Corporation Act, R.S.O. 1980, c.353, s.8 and s.9. **Information Maintained:** Names and addresses of volunteer survey respondents. **Uses:** Possible follow-up research out-of-season. **Users:** Management, support staff. **Individuals in Bank:** Park visitors. **Retention and Disposal:** Two years, then destroyed.

Seasonal Passes - Ontario Place

Location: Ontario Place Corporation. **Legal Authority:** Ontario Place Corporation Act, R.S.O. 1980, c.353, s.8 and s.9. **Information Maintained:** Names and addresses of season pass recipients. **Uses:** Pass distribution; corporation mailings; statistical reports. **Users:** Management, support staff. **Individuals in Bank:** Service people, sponsors, government officials, board members, business associates. **Retention and Disposal:** Five years, then destroyed.

St. Lawrence Parks Commission

The commission operates and maintains parks, campgrounds, recreational facilities and historic sites along the St. Lawrence River from the Quebec border to just west of Kingston. Historic attractions include Fort Henry and Upper Canada Village. Among the facilities are a marina, a wildfowl sanctuary, a golf course, and nature and recreation trails.

General Classes or Types of Records

Contain administrative and financial records, information on program delivery, marketing and promotion, planning and development, facility operation and maintenance, and historical records including an inventory of artifacts.

Historical and Research Files
Marketing and Promotion
Operation and Maintenance
Planning and Development
Program Operation and Delivery

Manuals

Issued to staff to provide direction and information to assist in performance of duties.

Customer Services Booklet
Employee Orientation Manual
Fort Henry Standard Operating Procedures
St. Lawrence Parks Commission Personnel Manual

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Career Planning/Training
Central Attendance Recording System (CARS)
Employment Application Inventory
Employment Equity Program
Freedom of Information and Protection of Privacy Act Requests
General Employment History and Payroll Information
Grievances and Applications
Identity/Employee Card
Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)
Job Competitions
Medical Information (Personnel)
Ombudsman/Human Rights Commission
Performance Management
Travel/Expense Accounts
Workers' Compensation

Camping and Vehicle Permits and Reservations

Location: Administration Office and individual parks offering camping and/or reservations. **Legal Authority:** St. Lawrence Parks Commission Act, R.S.O. 1980, c.486, s.5. **Information Maintained:** Name, address, vehicle licence number. **Uses:** Reserve campsites; authorize permit holders and members of party to occupy the designated campsite until the departure date; emergency or enforcement purposes. **Users:** Park workers, park superintendents, finance staff. **Individuals in Bank:** Individuals reserving or occupying campsites within the St. Lawrence Parks Commission. **Retention and Disposal:** Seven years, then destroyed.

Contracts and Agreements

Location: Administration Office. **Legal Authority:** St. Lawrence Parks Commission Act, R.S.O. 1980, c.486, s.5. **Information Maintained:** Name, address, telephone number, personal and financial information related to contracts and agreements between the commission and its clients and suppliers. **Uses:** Maintain a record of contracts and agreements. **Users:** Management staff. **Individuals in Bank:** Concessionaires, land users, contractors, consultants. **Retention and Disposal:** Eight years after termination, then destroyed.

Incident and Accident Records

Location: Administration Office. **Legal Authority:** St. Lawrence Parks Commission Act, R.S.O. 1980, c.486, s.5. **Information Maintained:** Name, address, telephone number, medical information insurance company name and address, lawyer's name and address. **Uses:** Record incidents and accidents involving Ontario Government vehicles and facilities. **Users:** Managers, security and first-aid officers. **Individuals in Bank:** Commission employees, private citizens. **Retention and Disposal:** Seven years after settlement, then destroyed.

Land Management

Location: Administration Office. **Legal Authority:** St. Lawrence Parks Commission Act, R.S.O. 1980, c.486, s.5. **Information Maintained:** Name, address, telephone number, lease number, building permit number, property description, easements, inspection reports, township bylaws. **Uses:** Maintain a record of all transactions and existing land ownership of commission. **Users:** Planning and Design Office. **Individuals in Bank:** Property owners, municipalities. **Retention and Disposal:** 25 years or on expiry date of permit, then destroyed.

Marina Boaters

Location: Administration Office and Crysler Park Marina. **Legal Authority:** St. Lawrence Parks Commission Act, R.S.O. 1980, c.486, s.5. **Information Maintained:** Name, address, telephone number, licence number, insurance company and policy number. **Uses:** Collect fees; mail applications for docking and storage. **Users:** Administrative and marina staff. **Individuals in Bank:** Boaters renting space from the Crysler Park Marina. **Retention and Disposal:** Two years, then destroyed.

Season Passes

Location: St. Lawrence Parks Commission. **Legal Authority:** St. Lawrence Parks Commission Act, R.S.O. 1980, c.486, s.5. **Information Maintained:** Name, address, telephone number, driver's licence number. **Uses:** Authorize pass holders to use commission facilities. **Users:** Commission staff. **Individuals in Bank:** Pass holders. **Retention and Disposal:** One year, then destroyed.

Access

Freedom of Information and Privacy Coordinator
Ministry of Tourism and Recreation
14th Floor, 77 Bloor Street West
Toronto, Ontario
M7A 2R9
Telephone: (416) 963-3155, 963-3531

A public reading room for the review of manuals and other information is open during regular office hours on the ninth floor at 77 Bloor Street West, Toronto.

Ministry of Transportation

Head

Minister of Transportation
3rd Floor, Ferguson Block
77 Wellesley Street West
Toronto, Ontario
M7A 1Z8
Telephone: (416) 965-2101

Mandate

The ministry develops and maintains Ontario's highway system; provides subsidies for municipal roads and transit; develops policy for the province's air, rail and marine programs; licenses drivers and motor vehicles; promotes vehicle and road safety; and regulates the trucking and bus industries.

Organization

The ministry's head office is in Downsview with program delivery through regional and district offices. In addition, certain agencies, boards and commissions report directly to the minister.

Divisions

Office of the Deputy Minister

The deputy minister is responsible for the overall administration, supervision and coordination of the ministry's activities. The Public Safety, Education and Information Division, Strategic Policy Secretariat, Internal Audit Branch, and Office of Legal Services report to the deputy minister.

General Classes or Types of Records

Contain information on ministry management, strategic planning, and the provision of information to the general public. Also contain general administrative records as described in Chapter II of this directory.

Ministry Insurance Policies
Municipal Traffic Bylaws
Public and Safety (inventory of publications available)
Slides and Negatives (various ministry-related subjects)
Strategy Development and Policy Planning (SPS)
Studies on Social, Economic, Institutional and Technological Developments Including Surveys of the Public (as they relate to the ministry)
Vehicle Safety and Fuel Economy (16mm films)

Manuals

Issued to Office of Legal Services staff to process claims.

Procedures for Claims

Personal Information Banks

Contain information relating to all legal claims handled by the ministry's Office of Legal Services.

Legal Claims (accident, damage or injury)

Location: Office of Legal Services. **Legal Authority:** Claims by the ministry - Highway Traffic Act, R.S.O. 1980, c.198, s.173(3); claims against the ministry - voluntary. **Information Maintained:** Name, address, type of claim, police reports. **Uses:** Assist the government in recovering costs of damage to Crown property; defend claims made against the government. **Users:** Office of Legal Services staff, the Crown's insurers and their agents involved in claims. **Individuals in Bank:** Individuals involved in claims with the ministry. **Retention and Disposal:** Seven years after settlement of claim, then destroyed.

Provincial Highways

The Office of the Assistant Deputy Minister, Provincial Highways, has overall responsibility for the management of the provincial Highways Program including the development of policies, procedures and systems for resource allocation, the provision of technical engineering expertise, the delivery of the program and the assessment of results. The program consists of the Highway engineering division, the Highway Operations and Maintenance Division, the Transportation capital Branch, and offices with responsibility for contract management, estimating engineering claims, property and executive support. The program is decentralized with head office responsible for executive direction and five regional areas including 18 engineering districts responsible for program delivery.

General Classes or Types of Records

Contain information on highway and construction materials, standards of construction, construction companies and contractors, property, land surveys, evaluation of construction, highway-related research initiatives, traffic control, road illumination, speed limits, highway landscaping, advertising, building permits, maintenance activities, ministry vehicles and equipment and municipal zoning.

Annual Road construction Programs - Computer Listing (PIMS)
Capital Investments Monitoring and Outlooks - Computer Listing
Cartography (working files and maps)
Construction Resources Evaluation Program (CREP) - Computer Listing
Contract Management Files
Engineering materials (test results and files)
Environmental Assessment Files
Estimating and Engineering Claims Files
Freeway Traffic Management System Files, Reports and Studies
Ground Surveys, Drawings and Photos
Highway Corridor Protection and Control Files, Reports and Studies
Highway Design, Drainage and Hydrology
Highway Engineering Research and Development
Highway Photographic Inventory
Highway Program Project Files
Maintenance Operations and Materials Files, Reports and Studies
Maintenance Planning Files, Reports and Studies
Mineral Aggregate Inventory Data Bank Foundation Investigation Reports
Ministry Equipment Specifications and Design Files
Permanent Counting Station Reports
Properties
Provincial Highway Accident Reports and Data Files

- Provincial Highway Inventory Management System - Roads, Structures, Reports
- Railway Crossings - Computer Listing
- Short-Term Traffic Projections Files
- Structural Design and Standards of Bridges and Retaining Walls Manuals, Files
- Surveys and Plans Policies and Operations
- Traffic Management and Control (signs, signals, speed limits)
- Traffic Volume Counts Reports
- Vehicles and Equipment (operations and history)

Manuals

Manuals are provided for the guidance of staff with respect to standards for design, construction and maintenance, operating procedures, equipment maintenance, property purchase and other policies and procedures.

- Corridor Control
- Equipment
- Fee Appraiser's Handbook
- Highway Construction Practices and Potential Environmental Concerns
- Maintenance
- Property Manual
- Traffic

Personal Information Banks

None

Finance and Administration

The Office of the Assistant Deputy Minister, Finance and Administration is responsible for financial, human resources, purchasing and supply, general office support services, the development of computer-based systems, French-language services, and the Employee Incentive Program, the Management Employee Group and the Freedom of Information and Protection of Privacy Office. Ministry operations are supported by the following branches: Financial Planning and Administration; Information Systems; Human Resources; and Supply and Services.

General Classes or Types of Records

Contain information on tenders, auctions and government vehicles. Also contain general administration records as described in Chapter II of this directory.

- Contracts and Tenders
- Management Employee Group (research, issues and committees)
- Ministry Asset Disposal (sales and auctions)
- Ontario Vehicles and Fuel Purchasing
- Qualification Rating System for Contractors
- Service Centre Administration

Manuals

Issued to branch staff concerning financial policies and procedures, human resources management, purchasing, records management, tendering procedures, and general administration. Policy directives and circulars are issued to all staff.

- Finance
- General Administration
- Ministry of Transportation Directives
- Personnel
- Supply and Services

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

- Career Planning/Training
- Central Attendance Recording System (CARS)
- Employment Application Inventory
- Employment Equity Program
- Freedom of Information and Protection of Privacy Act Requests
- General Employment History and Payroll Information
- Grievances and Applications
- Identity/Employee Card
- Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)
- Job Competitions
- Medical Information (Personnel)
- Ombudsman/Human Rights Commission
- Parking Records
- Performance Management
- Travel/Expense Accounts
- Workers' Compensation

Also contain information relating to employee relocation and human resources and used for general administrative purposes.

Home-Owner Employee Relocation Plan

Location: Financial Planning and Administration Branch. **Legal Authority:** Public Service Act, R.S.O. 1980, c.418, s.4, s.24(d); R.R.O. 1980, Reg. 881, s.4(1). **Information Maintained:** Name, address, telephone numbers, job classification, salary, property price, signature, details of liens or mortgages. **Uses:** Record an employee's interest in entering the program; guarantee the price of his/her property. **Users:** Financial Branch staff. **Individuals in Bank:** Ministry employees being relocated and needing to sell their homes. **Retention and Disposal:** Not determined.

Human Resources Inventory

Location: Human Resources Branch. **Legal Authority:** Public Service Act, R.S.O. 1980, c.418, s.25(1). **Information Maintained:** Name, employee number, Social Insurance Number, date of birth, job classification, education, employment history. **Uses:** Maintain an inventory of ministry personnel; career- development purposes (promotions and competitions). **Users:** Human Resources staff, Human Resources Committee, senior executives and managers. **Individuals in Bank:** Ministry employees (job classification level 12 and up). **Retention and Disposal:** Not determined.

Provincial/Municipal Transportation

The Office of the Assistant Deputy Minister, Provincial/ Municipal Transportation is responsible for the development of policy and planning initiatives to promote, coordinate and assist the movement of people and goods, at the local, regional, inter-regional levels, and to points beyond Ontario, through the support and integrated use of all transportation modes, systems and infrastructures. Also responsible for conducting and supporting research, development and demonstrations in public transit, rail and automotive technology, and transportation energy.

General Classes or Types of Records

Contain information on projects, policy development, research, and studies related to municipal, rural, intercity and provincial transportation. Subjects covered include air, marine, rail, and municipal roads and transit services information for both passengers and freight.

Air Carrier Service (fares and information)
Air Services (survey data, statistical data and projects)
Airport/Heliport (construction, maintenance, and management)
Intercity Passenger Transportation (policy, projects and surveys)
Local Roads Boards and Statute Labour Board
Major Planning Initiatives in the GTA and Elsewhere in the Province (reports, studies, statistics)
Marine Transportation (studies, reports and issues)
Municipal Rail Technology (support documents on urban transportation development projects)
Municipal Roads - Connecting Link and Development Roads (designations and funding)
Municipal Roads Inventory Data (needs appraisals, annual returns, subsidies/expenditures, distance reports)
Municipal Transit (services and products) Files and Reports
Municipal Transit (subsidies and policy) Files and Manuals
Municipal Transportation Policy Projects
Ontario Urban Transit Fact Book - Conventional
Ontario Urban Transit Fact Book - Specialized Services
Rail Transportation Service (reports, legislation and regulation)
Transit Systems Technology and Information
Transportation Demand (study/survey reports and files)
Transportation Demand (land use/demographic computer files)
Transportation Demand (travel survey computer files)
Transportation Energy Efficiency (operations and projects)
Transportation Energy Program (fleet listings and mailing lists)
Transportation of Goods (policies and projects)
Transportation Technology Development (project files, reports and working papers)

Manuals

Issued to staff as procedural and implementation guidelines.

A Guide for Completing County and Regional Road Systems Bylaws
A Guide for Township Road Superintendents
A Guide to Subsidy Policy, Municipal Roads Program
Guidelines for Inspection, Evaluation and Rehabilitation for Existing Bridges
Highway Connecting Link Manual
Instructions in Accounting Municipal Roads
Intersection Study Procedure Guide
Inventory Manual - Municipal Roads and Railway Level Crossings
Local Roads Boards, A Guide for Secretary-Treasurers
Methods and Inventory Manual - Road Management Plan for Small Lower Tier Municipalities
Municipal Airport Development Program - Subsidy Policy and Procedures
Municipal Airports (maintenance, operations and management)
Municipal Tendering Procedures
Municipal Transit Manual - Conventional
Municipal Transit Manual for Specialized Services
MUNIPARS (Municipal Program Analysis of Rehabilitation Systems)
Ontario Heritage Bridge Program
Remote Airports Program - Policy and Standards
Subsidies or Grants Available - Municipal Roads
Transportation Energy Analysis

Personal Information Banks

Contain information on registrants in the Share-A-Ride ride-sharing program at various provincial government locations. The program is designed to reduce the number of vehicles on the roads and to help save energy.

Share-a-Ride Matching System

Location: Transportation Technology and Energy Branch. **Legal Authority:** Voluntary. **Information Maintained:** Name, address, telephone numbers, hours of work, employer and commuting characteristics. **Uses:** Help set up ride-sharing arrangements for provincial government employees by producing lists of possible carpool partners or vanpool operators. **Users:** Share-A-Ride staff and individuals seeking ride-sharing arrangements. **Individuals in Bank:** Employees of the provincial government seeking carpool or vanpool arrangements. **Retention and Disposal:** One year then, if not updated, deleted.

Safety and Regulation

Through legislation and regulation, the Office of the Assistant Deputy Minister, Safety and Regulation promotes highway safety and ensures the safe movement of people and goods. The Licensing and Control Branch regulates and licenses both drivers and vehicles as well as licensing motor vehicle inspection stations. The Transportation Regulation Development Branch oversees the intercity bus and truck industries, and develops highway safety policies. The Compliance Branch is responsible for ensuring compliance with the legislation, investigations and the licensing of carriers.

General Classes or Types of Records

Contain information on driver and vehicle policies, highway carriers, bus and truck policies, vehicle weights, sizes and goods, legislation compliance investigations, systems development, driver training and highway safety.

Annual Statistics - Drivers
Annual Statistics - Motor Vehicle Collisions
Annual Statistics - Vehicles (types, registrants, etc.)
Bus Transportation Policies
Canadian Agreement on Vehicle Registration (CAVR) Program (operation of a vehicle in two or more jurisdictions)
Driver and Vehicle Licence Office
Driver and Vehicle Operational Policy
Driver and Vehicle Operational Program Control

Driver Examination Centres Licence Issuing Report
Driver Instructors
Garage Licences, Applications and Cancellations
Highway Carrier Inspections and Legislation Compliance
Highway Carrier Licensing and Information
Highway Safety Initiatives and Policies
Licensing Assistance Correspondence
Log of Licence Plate and Driver Record Searches
Ministry of Revenue Sales Tax Records
Systems Development, Improvement and Support
Trip Permits Information and Support
Truck Transportation Policy
Vehicle Standards, Specifications, Inspection and Investigations

Manuals

Issued to staff involved in driver licensing, vehicle registration, driver examination and counselling, inspection and equipment operation. Provide detailed procedures, guidelines and policies to be followed in administering safety and regulation programs.

Automated Driver Exchange
Carrier Policy
Carrier System
Classification and Reporting of Motor Vehicle Accidents
Driver Improvement Counsellor
Driver Policy
Equipment
Field Support
Highway Carrier Enforcement Procedures
Licensing Operations
Oversized/Overweight
Photo Licensing - Field Operations
Prorate
Support Services
Vehicle Inspection Enforcement Procedures
Vehicle Policy
Vehicle Registration

Personal Information Banks

Contain correspondence relating to the licensing of drivers or vehicles in order to respond to inquiries. Driver's licence source documents, drivers' medical case files and court documents are also maintained. Information on driver- and vehicle-related activities that are not part of a public record or a general record series are contained in personal information banks.

Accident Claims - Suspension Documents

Location: Driver Improvement Office. **Legal Authority:** Motor Vehicle Accident Claims Act, R.S.O. 1980, c.298, s.4(6). **Information Maintained:** Name, address, driver's licence number and relevant court documents to suspend drivers under this act. **Uses:** Record the request of the Motor Vehicle Accident Claims Fund for action against an individual indebted to the fund. **Users:** Designated Licensing and Control Branch staff. **Individuals in Bank:** Individuals under review for non-payment or who are currently in the process of paying a motor vehicle accident claim. **Retention and Disposal:** Paper retained two years; microfilm retained 15 years, then destroyed.

Criminal Records - Search Reports

Location: Licensing and Control Branch. **Legal Authority:** Highway Traffic Act, R.S.O. 1980, c.198, s.18 and s.40; R.R.O. 1980, Reg. 462, s.6. **Information Maintained:** Name, address, date of birth, sex, height, eye colour, vision, driver's licence number, restrictions/endorsements and report of criminal record. **Uses:** Determine eligibility for a school-bus driver's licence or driver instructor's licence. **Users:** Driver Control staff. **Individuals in Bank:** Individuals applying for a school-bus driver's licence, classes B and E, or a driver instructor licence. **Retention and Disposal:** After decision made, file microfilmed and paper copy destroyed; microfilm retained ten years, then destroyed.

Driver Improvement Counselling - Interview Records

Location: Licensing and Control Branch. **Legal Authority:** Highway Traffic Act, R.S.O. 1980, c.198, s.18(5); O. Reg. 359/81, s.4. **Information Maintained:** Name, address, driver's licence number, date of birth, copy of driving record and driver's interview results. **Uses:** Review results of demerit point interviews and make recommendations. **Users:** Driver improvement analysts, officers, manager, deputy registrar and registrar. **Individuals in Bank:** Individuals whose driving record is under review due to demerit point accumulation. **Retention and Disposal:** Paper retained several months; microfilm retained ten years, then destroyed.

Driver's Licences - Source Documents

Location: Licensing and Control Branch. **Legal Authority:** Highway Traffic Act, R.S.O. 1980, c.198; R.R.O. 1980, Reg. 462, s.14. **Information Maintained:** Name, sex, date of birth, address, driver's licence number, any conditions or endorsements, the original application, renewal, replacement and amendment documents. **Uses:** Produce a driver's licence. **Users:** Authorized branch staff. **Individuals in Bank:** Individuals applying for a driver's licence (original, renewal or replacement). **Retention and Disposal:** Paper retained one month, microfilmed, then destroyed; microfilm retained ten years, then destroyed.

Drivers and Vehicles - Correspondence Files

Location: Licensing and Control Branch. **Legal Authority:** Voluntary. **Information Maintained:** Name, address, driver's licence number or vehicle plate number, or copy of driving record. **Uses:** Provide information for enquiries and evidence in court; update or correct records. **Users:** Branch staff. **Individuals in Bank:** Individuals making enquiries regarding driver's or vehicle licences, or their driving record. **Retention and Disposal:** Correspondence concerning drivers - paper retained one month, microfilm retained five years, then destroyed; correspondence concerning vehicles -paper retained five years, then destroyed; driver-improvement records retained until file closed, then microfilmed onto the driving record.

Drivers' Medical Case Files

Location: Licensing and Control Branch. **Legal Authority:** Highway Traffic Act, R.S.O. 1980, c.198, s.177(3), s.178(3) and s.18(8); R.R.O. 1980, Reg. 462, s.11(a). **Information Maintained:** Name, address, driver's licence number, date of birth, medical information and vision test results, Medical Advisory Committee and Licence Suspension Appeal Board recommendations and decisions. **Uses:** Conduct vision and/or medical review/evaluation on a driver to ascertain if a licence should be issued, suspended or renewed. **Users:** Medical Review staff, Medical Advisory Committee members, Licence Suspension Appeal Board, deputy registrar and registrar. **Individuals in Bank:** Individuals requiring a medical certificate for a driver's licence or renewal licence, requesting a waiver of medical standards for a licence, or being reviewed by the Medical Advisory Committee. **Retention and Disposal:** Paper retained until file closed; microfilm retained 15 years, then destroyed.

Driver-Related Court Documents (including appeals and judgments)

Location: Licensing and Control Branch. **Legal Authority:** Highway Traffic Act, R.S.O. 1980, c.198, s.172. **Information Maintained:** Name, address, driver's licence number, court decisions, appeals and judgments. **Uses:** Maintain up-to-date records of driver's licence status. **Users:** Driver Control staff. **Individuals in Bank:** Individuals receiving a suspension or conviction, or appealing a judgment. **Retention and Disposal:** Paper retained two years; microfilm retained 15 years, then destroyed.

NSF Cheques

Location: Licensing and Control Branch. **Legal Authority:** Highway Traffic Act, R.S.O. 1980, c.198, s.5; R.R.O. 1980, Reg. 462, s.17. **Information Maintained:** Name, address, vehicle permit and/or driver's licence numbers, telephone number, copy of NSF cheque. **Uses:** Collect revenues owing; suspend driver's licence and/or vehicle permit; and/or deny certain transactions pending payment. **Users:** Licensing Operations and Licensing Assistance staff, Financial Branch staff, audit staff. **Individuals in Bank:** Individuals whose cheques have been returned NSF to the ministry for payment of driver's license and/or vehicle registration fees. **Retention and Disposal:** When closed, file microfilmed and paper copy destroyed; microfilm retained ten years, then destroyed.

No-Fault Collisions - Occurrence Reports

Location: Licensing and Control Branch. **Legal Authority:** Highway Traffic Act, R.S.O. 1980, c.198, s.179. **Information Maintained:** Name, address, driver's licence number, occurrence of reportable collisions. **Uses:** Maintain completeness of driving records; evaluate complete driving records in driver- counsellor interviews. **Users:** Licensing and Control Branch staff, Driver Improvement counsellors. **Individuals in Bank:** Drivers involved in reportable collisions to whom police collision reports attribute no fault. **Retention and Disposal:** Not determined.

Permanently/Temporarily Valid-Without-Photo Driver's Licences - Applications

Location: Licensing and Control Branch. **Legal Authority:** Highway Traffic Act, R.S.O. 1980, c.198, s.6. **Information Maintained:** Name, address, driver's licence number, driving record, correspondence, driver's religious beliefs, religious organization to which driver belongs, sworn affidavit from religious leader confirming person's beliefs. **Uses:** Determine eligibility for permanent or temporary valid-without-photo status. **Users:** Operational Policy staff, Licensing Assistance staff, Legal Office, Licensing and Control senior management. **Individuals in Bank:** Individuals applying for Permanently/Temporarily Valid-Without-Photo driver's licences. **Retention and Disposal:** Paper retained five years; microfilm retained ten years, then destroyed.

Refund Records

Location: Licensing and Control Branch. **Legal Authority:** Highway Traffic Act, R.S.O. 1980, c.198, s.5(5); R.R.O. 1980, Reg. 462, s.17 and s.18. **Information Maintained:** Name, address, driver's licence number, plate number, telephone number, amount of refund and reason for refund. **Uses:** Record refunds issued for record searches, accident reports, and other driver- or vehicle-related fees. **Users:** Licensing Operations and Revenue Control staff, Financial Branch staff and Ministry of Treasury and Economics accountants. **Individuals in Bank:** Individuals requesting a refund. **Retention and Disposal:** When closed, file microfilmed and paper copy destroyed; microfilm retained ten years, then destroyed.

School-Bus Drivers and Driver Instructors - Interview Records

Location: Licensing and Control Branch. **Legal Authority:** Highway Traffic Act, R.S.O. 1980, c.198, s.18 and s.40; R.R.O. 1980, Reg. 462, s.6. **Information Maintained:** Name, address, copy of driving record, criminal record, counsellor's interview report. **Uses:** Determine an applicant's eligibility for a class B, E or driver instructor licence. **Users:** Driver Improvement staff and deputy registrar. **Individuals in Bank:** School-bus driver/driver instructors applicants rejected for a class B, E or driver instructor licence. **Retention and Disposal:** Paper retained up to one year; microfilm retained ten years, then destroyed.

Young Offenders' Files

Location: Licensing and Control Branch. **Legal Authority:** Young Offenders Act, S.C. 1980-81-82-83, c.110. **Information Maintained:** Name, address, driver's licence number, driving convictions. **Uses:** Young offenders' files of convictions and driver's licence status are flagged to protect drivers under the age of 18. **Users:** Branch staff. **Individuals in Bank:** Convicted drivers aged 16 and 17. **Retention and Disposal:** When driver becomes 18 years of age, file becomes public record.

Regions and Districts

Regions and districts perform program delivery functions for the Provincial Highways, Provincial/Municipal Transportation, Safety and Regulation programs and, in northwest region only, the Air Program. Each of the five regions is responsible for a defined geographic part of the province. Some functions are performed at the regional level, while others are delivered at the district level. Each region is divided into both Provincial Highways and Driver and Vehicle districts.

General Classes or Types of Records

Contain information on construction plans and records, driver and vehicle regulation, surveys and plans, geotechnical aspects (e.g., pavement conditions and soils), structural and highway designs, property ownership and boundaries, traffic management, subsidies to municipalities; and planning and allocation of ministry resources.

Construction Tenders, Work Orders, Plans, Schedules and Reports
Contracts

Driver Examination Centres (operations and production)
Electrical Design
Engineering Service
GO ALRT and GO Transit Agreements and Reports (central region only)
Highway Pavement Conditions, Drainage and Hydrology
Highway Planning and Design
Highway Strip, County Site and Militia Maps
Land Transfer/Acquisition
Long-Term Municipal Transportation
Maintenance Inspectors' Reports
Maintenance Work Orders
Ministry Agreements (re permits, property, maintenance, utilities)
Municipal Roads Subsidies
Remote Airports Construction and Maintenance (northwest region only)
Resource Planning, Construction and Maintenance Scheduling
Road Needs
Staff Safety
Structural Reports and Inventory
Traffic Management Records (signs, signals and traffic count data)
Vehicle Inspection
Winter Maintenance and Sanding/Salting Reports

Manuals

Provide detailed procedures, guidelines and policies.

Driver and Vehicle
Equipment
Maintenance
Policy
Procedure
Traffic

Personal Information Banks

Contain information on negotiations with individual owners for the acquisition of property for transportation requirements and information relating to the licensing, testing, and counselling of drivers. Used by ministry staff for driver control and improvement purposes.

Driver Improvement Counselling - Interview Records

Location: Driver Improvement Counselling and regional offices. **Legal Authority:** Highway Traffic Act, R.S.O. 1980, c.198, s.38 and s.39; O. Reg. 359/81, s.4. **Information Maintained:** Name, address, driver's licence number, copy of driving record and driver's interview results. **Uses:** Review results of demerit point interviews and make recommendations. **Users:** Regional Driver and Vehicles staff, driver improvement staff, deputy registrar and registrar. **Individuals in Bank:** Individuals whose driving record is under review due to demerit point accumulation. **Retention and Disposal:** Two years, then paper microfilmed and destroyed.

Learner's Permits - Applications

Location: Driver Examination Centres. **Legal Authority:** Highway Traffic Act, R.S.O. 1980, c.198, s.18(5). **Information Maintained:** Name, address, height, sex, date of birth, and conditions or endorsements. **Uses:** Maintain records of all class L and R licences; record dates of road tests. **Users:** Drivers and Vehicles Office staff. **Individuals in Bank:** Individuals applying for a driver's licence. **Retention and Disposal:** One year, then destroyed.

Property

Location: Regional Property Office. **Legal Authority:** Public Transportation and Highway Improvement Act, R.S.O. 1980, c.421, as amended. **Information Maintained:** Property appraisals for acquisition, disposal and rental, property agreements, negotiation files, budgetary files, negotiation reports, reserve bids, land inventory, policy options, ministerial enquiries, ombudsman requests. **Uses:** Acquire and appraise property for transportation purposes; manage and dispose of property. **Users:** Property and legal staff. **Individuals in Bank:** Owners whose property was appraised, from whom property was acquired, tenants. **Retention and Disposal:** Variable, two to 50 years, then destroyed.

Vision Test Results

Location: Drivers and Vehicles and regional offices. **Legal Authority:** Highway Traffic Act, R.S.O. 1980, c.198, s.18(7); R.R.O. 1980, Reg. 462, s.10. **Information Maintained:** Name, address, vision test results. **Uses:** Ensure that individuals applying for driver's licences have adequate vision. **Users:** Drivers and Vehicles staff. **Individuals in Bank:** Individuals applying for driver's licences. **Retention and Disposal:** Passed certificates, not determined; failed certificates destroyed after one year.

Affiliated Agencies

Licence Suspension Appeal Board

The board hears appeals from persons whose driver's or vehicle licences have been suspended, and concerning the refusal, revocation or conditions of motor vehicle inspection station licences.

General Classes or Types of Records

Contain information related to board hearings, decisions and cases.

Case Files of Appeals Withdrawn
Medical Files
Licence Suspension Appeal Board Hearings (audiotaped records)

Personal Information Banks

Contain information relating to board hearings regarding suspended driver's licences.

Record of Hearing Decisions

Location: Licence Suspension Appeal Board. **Legal Authority:** Highway Traffic Act, R.S.O. 1980, c.198, s.31 and s.32. **Information Maintained:** Name, address, driver's licence number, reason for suspension and decision of board regarding appeal. **Uses:** Record the outcome of a hearing. **Users:** Licence Suspension Appeal Board, Ministry Driver Control and Medical Review staff and Medical Advisory Committee members. **Individuals in Bank:** Individuals appearing before the board. **Retention and Disposal:** Not determined.

Ontario Highway Transport Board

The Ontario Highway Transport Board, an administrative tribunal, recommends to the Minister of Transportation, the issuance of and extension to operating licences for bus for-hire services, approval or rejection of transfers of operating licences and share transfers under the Public Vehicles Act. Under the Truck Transportation Act, 1988, and the Motor Vehicle Transport Act, 1987, the board determines the need to hold a public interest hearing and, when required, hold a hearing. These three acts requires that for-hire bus and truck operators hold an appropriate operating licence.

General Classes or Types of Records

Contain information concerning the issuance of operator's licences for bus and truck for-hire services, applications, tariffs and certificates, and records of board hearings.

Board Hearings
Operator's Licence Application
Tariffs and Bus-Fare Rate Schedules

Personal Information Banks

None

Ontario Transportation Development Corporation

This agency was established to encourage and contribute to the development and improvement of the public transportation system in Ontario. The corporation is currently inactive.

General Classes or Types of Records

This corporation is currently inactive and does not maintain records.

Personal Information Banks

None

Public Records

Contain information on all licensed drivers and registered vehicles in the province in order to regulate qualifications and performance and to provide a public information service. Requests for information (excluding private licence-issuing agents) may be made by telephone, in writing or in person with payment of the required fee. For addresses and telephone numbers, refer to the public telephone directory, in the white pages under "Motor Vehicle Licence Office" or the blue pages under "Government of Ontario - Transportation, Driver Examination Centres."

Also contain information on Motor Vehicle Accidents. This information is available to the general public upon application and after payment of a fee.

Carrier Licences

Purpose: Monitor and control carrier licensing. **Legal Authority:** Public Commercial Vehicles Act, R.S.O. 1980, c.407; Public Vehicles Act, R.S.O. 1980, c.425. **Information Maintained:** Carrier name, address, vehicle description, description of authority, list of affiliated corporations, insurance certificates, tariff of tolls, vehicle timetable, operator record and Ontario Highway Transport Board decisions. **Retrievability:** Name, licence number. **Retention and Disposal:** Various, up to five years, then destroyed. **Access Procedures:** Manager, Carrier Licensing Office, 1201 Wilson Avenue, Downsview, Ontario, M3M 1J8, telephone: (416) 235-4482.

Drivers' Licences

Purpose: Monitor and control driver licensing. **Legal Authority:** Highway Traffic Act, R.S.O. 1980, c.198. **Information Maintained:** Name, address, date of birth, sex, driver's licence number, conditions or endorsements, driving record, collisions, convictions, amendments and replacements, driver instructor applications, driving test results, cancelled/surrendered driver's licences, orders to suspend a licence; and reinstatement documents. **Retrievability:** Name or driver's licence number. **Retention and Disposal:** Various, up to ten years on microfilm, then destroyed. **Access Procedures:** See paragraph under Public Record.

Motor Vehicle Accident Reports

Purpose: To record motor vehicle accidents. **Legal Authority:** Highway Traffic Act, R.S.O. 1980, c.198, s.173, s.176, s.179. **Information Maintained:** Name, address, driver's licence, number of drivers involved in an accident, licence plate number and vehicle description, date, time and location, description of the accident. **Retrievability:** Driver's licence number, licence plate number, date and location. **Retention and Disposal:** Ten years on microfilm, then destroyed. **Access Procedures:** See paragraph under Public Record.

Vehicle Registrations

Purpose: Monitor and control vehicle registration and licensing. **Legal Authority:** Highway Traffic Act, R.S.O. 1980, c.198. **Information Maintained:** Name, address, registration number, plate number and vehicle description, original registration, safety certification, transfer, renewal, replacement and Own Choice Plate documents, insurance documentation, vehicle and plate status and history, dealer plate issue documents, temporary registrations and diplomatic, snow vehicle, motorcycle, moped, off-road vehicle, commercial and own-choice permits. **Retrievability:** Name or permit number. **Retention and Disposal:** Various, up to ten years on microfilm, then destroyed. **Access Procedures:** See paragraph under Public Record.

Access

Freedom of Information and Privacy Coordinator
Ministry of Transportation
7th Floor, West Tower
1201 Wilson Avenue
Downsview, Ontario
M3M 1J8
Telephone: (416) 235-4334

A public reading room for the review of manuals and other information is open during regular office hours in the Library Services Unit, Room 129, Central Building at 1201 Wilson Avenue, Downsview, telephone: (416) 235-4546.

Ministry of Treasury and Economics

Head

Treasurer of Ontario/Minister of Economics
7th Floor, Frost Building South
7 Queen's Park Crescent
Toronto, Ontario
M7A 1Y7
Telephone: (416) 965-6361

Mandate

The ministry recommends fiscal, financial economic and regional development policies for the Ontario government. The ministry deals with taxation and fiscal policy, including the development of the provincial budget, economic policy and analysis, regional economic development, provincial borrowing and accounting, and statistical information.

Organization

The ministry is composed of five divisions: Office of the Deputy Minister; Administration; Budget and Intergovernmental Finance Policy; Economic Policy; and Treasury. Together, they have 16 branches.

Divisions

Office of the Deputy Minister

The Office of the Deputy Minister is comprised of the Ministry Office and the Legal Services Branch. The Ministry Office coordinates policy briefings for the Treasurer in preparation for Cabinet and committee meetings, federal-provincial conferences, and meetings with groups, associations and municipalities. Legal Services prepares legislation and Orders in Council and provides legal interpretation on matters affecting ministry operations.

General Classes or Types of Records

The ministry office records contain information relating to Cabinet and committee meetings, policy advice provided by other divisions of the ministry, submissions from groups, associations and municipalities, and overall ministry management. Legal Services' records contain information relating to general administration and operation, legal opinions and advice.

Associations and Municipalities
Cabinet Documents
Committees
Legal Contracts and Agendas

Personal Information Banks

None

Administration Division

Responsible for providing common administrative services (e.g., financial, program analysis and planning, purchasing, accommodation, records management, human resources management, communications, library, and internal audit) in support of ministry programs. The Administration Division consists of the following branches or operating units: Finance and Management Services; Supply and Office Services; Human Resources; and Internal Audit.

The Office of the Executive Director acts as coordinator for Freedom of Information and Protection of Privacy legislation and has custody of the records of the inactive Inflation Restraint Board, the Ontario Economic Council and the Board of Industrial Leadership and Development.

The division also provides selected administrative services to the Office of the Premier, Cabinet Office, Human Resources Secretariat, Management Board Secretariat, and the ministries of Energy, Intergovernmental Affairs and Skills Development. Records for these organizations can be accessed through their respective information and privacy coordinators.

General Classes or Types of Records

Contain information relating to general administration and operations as described in Chapter II of this directory.

Administrative Support
Communications
Financial and Human Resources Management
Planning and Management

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Career Planning/Training
Central Attendance Recording System (CARS)
Employment Application Inventory
Employment Equity Program
General Employment History and Payroll Information
Grievances and Applications
Identity/Employee Card
Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)
Job Competitions
Medical Information (personnel)
Parking Records
Performance Management
Travel/Expense Accounts

Office of the Budget and Intergovernmental Finance

This office assists the Treasurer in formulating Ontario's budget, including the fiscal framework, expenditure priorities and forecasts, revenue targets, taxation policy, federal- provincial and provincial-local finance policies. Also monitors and reports on budget performance and is responsible for pension and income-security policy development. The Office of the Budget and Intergovernmental Finance consists of three branches: Intergovernmental Finance Policy; Fiscal Planning Policy; and Taxation Policy.

General Classes or Types of Records

Contain information relating to economic and fiscal matters, and information received from line ministries and groups outside government.

Expenditure Forecasting (government-wide)

Federal-Provincial Programs
Financial Reporting and Budget Management
Fiscal Framework and Expenditure Forecasting
Local Government Fiscal Forecasts and Performance
Pension and Income Security Policy
Provincial-Local Finance Policy
Revenue Forecasting and Stabilization Policy
Tax Policy Development (re: corporate and sales taxes
  and personal and commodity taxes)

Personal Information Banks

Primarily used for policy research by the Ministry of Treasury and Economics, and for statistical analysis by the Ministry of Revenue.

Personal Income Tax Records

Location: Office of the Budget and Intergovernmental Finance. **Legal Authority:** Income Tax Act, R.S.O. 1980, c.213, s.50. **Information Maintained:** Name, address, Social Insurance Number, selected income tax information from all Ontario tax filers as provided by Revenue Canada. **Uses:** Policy research and statistical analysis only. **Users:** Senior policy advisors in the Office of the Budget and Ministry of Revenue. **Individuals in Bank:** Individuals filing an income tax return in Ontario. **Retention and Disposal:** Ten years, then destroyed.

Office of Economic Policy

This office initiates and coordinates the province's economic policies. It advises and assists the Treasurer and government by pursuing research into macroeconomic policies, international and intergovernmental economic issues, sectoral, regional and local issues, socio-economic and labour market issues, and the design and coordination of development policies aimed at enhancing the economic performance of the province. The Office also liaises with Statistics Canada on behalf of all ministries. The Office of Economic Policy consists of three branches: Economic Forecasting; Sectoral and Regional Policy; and Demographics and Social Economics.

General Classes or Types of Records

Contain information relating to labour markets and compensation, overall economic conditions, the sectoral and regional issues, demographics and statistics.

Cabinet Agendas, Submissions, Committee Reports
Community Economic Transformation Agreements
Employment, Income and Equity Issues
Energy and Transportation
Federal-Provincial Agreements
Ontario Economic Accounts
Ontario Statistics
Population Projections
Primary Sector and Manufacturing
Short- and Medium-Term Economic Forecasts
Structural Policy and Trade

Personal Information Banks

None

Office of the Treasury

The Office of the Treasury advises the Treasurer on the management and direction of the finance, debt and investment activities of the province. It develops policy relating to finance, debt management and the utilization of cash resources; develops and directs the systems of financial information and accounting policies for the province; and reports to the Legislature, investors and the public on the province's financial position. The Office of the Treasury consists of three branches: Financial Information and Accounting Policy; Finance Policy; and Finance Operations.

General Classes or Types of Records

Contain information relating to ministries' accounts, banking practices, investments and securities.

Accounting Policy
Administration of Ontario's Debt Issues
Banking Policy
Debt and Liquid Reserve Management
Finance Policy for the Ontario Government and its
  Agencies
Financial Information Systems
Financial Reporting

Manuals

Issued to financial and administration officers in all Ontario government ministries, describing financial administration responsibilities.

Manual of the Office of the Treasury

Personal Information Banks

Primarily used to record liability of the province to its debenture holders and for the payment of semi-annual interest.

Fully Registered Debenture Holders

Location: Finance Operations Branch. **Legal Authority:** Financial Administration Act, R.S.O. 1980, c.161, s.30. **Information Maintained:** Name and address, holdings, interest and disbursement instructions. **Uses:** Record province's liability to debenture holders/payment of semi-annual interest. **Users:** Branch administrative staff. **Individuals in Bank:** Individuals and others holding Province of Ontario debentures. **Retention and Disposal:** Retained until superseded, then destroyed.

Affiliated Agencies

Ontario Municipal Improvement Corporation

This corporation may purchase debentures from smaller municipalities or school boards on a last-resort basis. It administers its own portfolio of loans, as well as loans transferred from the former Education/Universities Capital Aid Corporations.

General Classes or Types of Records

Contain information relating to its administration and financial activities.

Candidates for Loans

Personal Information Banks

None

Access

Freedom of Information and Privacy Coordinator
Ministry of Treasury and Economics
5th Floor, Frost Building South
7 Queen's Park Crescent
Toronto, Ontario
M7A 1Y7
Telephone: (416) 965-9852
TDD: (416) 965-4343

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A public reading room for the review of manuals and other information is open during regular office hours on the main floor of the Frost Building North at 95 Grosvenor Street, Toronto.

Minister Responsible for Women's Issues

Head

Minister Responsible for Women's Issues
17th Floor, 777 Bay Street
Toronto, Ontario
M5G 2E5
Telephone: (416) 585-7414

Mandate

The Minister Responsible for Women's Issues advises the government on matters pertaining to women.

Organization

The minister carries out the mandate through two organizations - the Ontario Women's Directorate and the Ontario Advisory Council on Women's Issues.

Ontario Women's Directorate

Mandate

The directorate identifies and analyzes women's issues and priorities, and advises the government on policies for the enhancement of equal opportunity and the elimination of discrimination relating to women in Ontario. It works within the government to develop and implement programs that will benefit women and educate the public and private sectors on women's issues.

Organization

The directorate's head office is in Toronto with a field office in Thunder Bay. The directorate is organized as one division with five branches or sections.

Divisions

Office of the Assistant Deputy Minister

Provides overall strategic direction for the directorate; coordinates the activities of the branches; and liaises with the minister's office.

General Classes or Types of Information

Contain information on committees on which the directorate sits, relations with other governments and ministries, the Legislature, current and future directions of the directorate.

Federal-Provincial Meetings
Interministerial Committees

Consultative Services Branch

The Consultative Services Branch specializes in the areas of employment equity, education equity, role modelling programs and community grants. It is responsible for encouraging the planning, development and expansion of employment and education equity programs in Ontario's public and private sectors by providing for consultation and technical assistance as well as funding for programs, special initiatives and training. The branch is also responsible for the promotion of role modelling programs, education equity initiatives and other initiatives designed to eliminate sex-role stereotyping. The Community Grants Program finances innovative and creative community-based projects designed to promote the social, economic and legal status of Ontario's women. In addition, the Consultative Services Branch is responsible for ensuring that the needs of the Franco-Ontarian community are met through the provision of French language services throughout the Ontario Women's Directorate.

General Classes or Types of Records

Contain information on employment equity programs in the public and private sectors, on role modelling programs, the Community Grants Program and French language services.

Community Grants Program - Applications for Funding
Community Grants Program - Approved Projects (including Family Violence Public Education initiatives)
Community Grants Program - Funding (type of recipient, subject matter, demographic breakdown)
Employment Equity Implementation (private-sector information and resources)
Employment Equity Implementation (public-sector information)
Francophone Women's Groups in Ontario
French Language Services - Implementation of the Act
Mailing Lists - Private-Sector Companies
Organizations Approved for Funding (including type of programming)
Program Coordinators Lists (public sector)
Role Modelling (resource material, programs)
Submissions for Incentive Funding

Manuals

Issued to employment equity practitioners as requested and to people attending employment equity workshops.

Achieving Employment Equity - A Manual for Practitioners

Personal Information Banks

None

Corporate Services Branch

Responsible for the development and coordination of financial, administrative, human resources, technology and support services.

General Classes or Types of Records

Contain information related to general administrative and operational support as described in Chapter II of this directory.

Summer Experience Program - Applications and Approved Projects

Manuals

Issued to directorate staff.

Ontario Government Policy and Procedures Manual

Personal Information Banks

Primarily personnel-related and used for general administrative purposes. The following common personal information banks as described in Chapter II of this directory are maintained either by the directorate or the Ministry of Government Services which provides personnel and administrative support to the directorate.

Career Planning/Training
Central Attendance Recording System (CARS)
Employment Application Inventory
Employment Equity Program
General Employment History and Payroll Information
Grievances and Applications
Identity/Employee Card
Integrated Payroll, Personnel, and Employee Benefits System (IPPEBS)
Job Competitions
Performance Management
Travel/Expense Accounts
Workers' Compensation

Also contain information related to student employees for the Experience Program.

Experience Program Student Employees

Location: Consultative Services Branch. **Legal Authority:** Public Service Act, R.S.O. 1980, c.418, s.8. **Information Maintained:** Name, address, Social Insurance Number, age, sex, marital status, education, employment history, references. **Uses:** Decide student eligibility for a summer job. **Users:** Directorate staff and assistant deputy minister, Ministry of Skills Development, Ministry of Government Services personnel, placement organization. **Individuals in Bank:** Students applying for summer program. **Retention and Disposal:** Four years, then destroyed.

Policy and Research Branch

Advises the minister and Cabinet on economic, social and justice issues as they relate to women; conducts research; consults with key ministries in the Ontario public service on policy development relating to women's issues; reviews Cabinet submissions for their impact on women; and provides policy advice and briefings. Major policy initiatives include pay equity, family violence, sexual assault and employment equity.

General Classes or Types of Records

Contain information on Cabinet and Management Board submissions, internal policy documents, research materials, and public opinion polls.

Economics Issues
Family Violence
Justice Issues
Sexual Assault
Social Issues

Personal Information Banks

None

Public Education Programs and Services Branch

Coordinates information concerning women and the directorate's activities, including media relations, advertising, speeches, exhibits, special projects, information services, the development of publications and videos, and the distribution of educational material.

General Classes or Types of Records

Contain information on public requests for material, media surveys, communications activities and plans, advertising campaigns and public education programs for the directorate.

Advertising Campaigns
Media Scan
Women's Groups and Organizations

Personal Information Banks

None

Access

Freedom of Information Coordinator
Ontario Women's Directorate
2nd Floor, 480 University Avenue
Toronto, Ontario
M5G 1V2
Telephone: (416) 597-4541

A public reading room for the review of manuals and other information is open during regular office hours on the third floor, 480 University Avenue, Toronto.

Ontario Advisory Council on Women's Issues

Mandate

To advise the government of Ontario, through the Minister Responsible for Women's Issues, on matters pertaining to the achievement of economic, social and legal equality for women and, without limiting the generality of the foregoing, to respond to requests from the Minister Responsible for Women's Issues for advice and consultation; to hold public meetings with the purpose of stimulating public discussion and accessing the opinions of women throughout Ontario; to identify specific areas requiring the attention of government; and to recommend legislation and program changes to the minister.

Organization

The Ontario Advisory Council on Women's Issues has fifteen members appointed by Order in Council. Its office is in Toronto.

General Classes or Types of Records

Contain information and correspondence on the activities and administration of the council.

Issue Files

Regional Consultations
Women's Groups

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained either by the council or the Ministry of Government Services which provides personnel and administrative support to the council.

- Central Attendance Reporting System (CARS)
- General Employment History and Payroll Information
- Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)
- Job Competitions
- Travel/Expense Accounts

Access

Freedom of Information and Privacy Coordinator
Ontario Advisory Council on Women's Issues
5th Floor, 880 Bay Street
Toronto, Ontario
M7A 1N3
Telephone: (416) 326-1842

A public reading room for the review of manuals and other information is open during limited hours on the fifth floor at 880 Bay Street, Toronto, by appointment only.

Workers' Compensation Board

Head

Chairman
Workers' Compensation Board
2 Bloor Street East
Toronto, Ontario
M4W 3C3
Telephone: (416) 927-4000

Mandate

The board is responsible for administering the Workers' Compensation Act. It raises funds from employers to provide compensation to workers injured on the job. Compensation includes payment for medical expenses and loss of wages, vocational and medical rehabilitation, permanent disability pensions, and death benefits to surviving dependants. The board also sponsors accident prevention activities and funds safety associations.

Organization

The Board of Directors controls and directs the business and affairs of the board. The board is organized into a corporate executive office, seven divisions (Central Client Services, Regional Client Services, Finance and Administration, Information Services, Investments, Professional Services and Strategic Policy and Analysis), eight regional offices (Hamilton (2), London, Ottawa (2), Sudbury, Thunder Bay and Windsor) and five area offices (Kingston, Timmins, St. Catharines, Sault Ste Marie and North Bay).

Divisions

Corporate Executive

The Corporate Executive includes the Chairman, Vice-Chairman, President and the Office of the Secretary. The Secretary reports directly to the Chairman and is responsible for providing corporate records, information and secretarial liaison services to support the Board of Directors and Executive Committee in their corporate endeavours.

General Classes or Types of Records

Contain corporate and historical records and documents of the organization.

Actuarial Reports
Administrative matters (schedule of medical benefits, etc.)
Assessment Rates
Auditors' Reports
Board Policies and Procedures
Consulting Actuaries
Employer Assessment Rates
Financial Services - Mortgage Servicing Agreements
Historical Legislation - Amendments to the Act and Regulations
industrial Disease standards Panel Decisions
Leases and Agreements
Management Committee Minute Books
National and International Compensation Jurisdictions
Reciprocal Agreements
Records of Board Meetings (board decisions on claims, board minute books (from 1914), Board of Directors and Executive Committee agendas, Executive
Committee minutes, rulings of the board on sections of the act)
Royal Commission and Task Force Investigations and Reports, Section 15 Hearing Decisions
Superannuation Plan Minutes and Minutes re Investments of Superannuation Fund
Workers' Compensation Appeals Tribunal Decisions

Personal Information Banks

None

Central Client Services Division

Seven Integrated Service Units, the Complex Case Unit-Diseases and the Complex Case Unit-Injuries provide benefits and assistance to injured workers and their dependants via claims, medical, vocational rehabilitation, health care and decision review services. French language services are available. The division oversees the operation of the Downsview Rehabilitation Centre.

Regional Client Services Division

Eight regional offices and the Construction Integrated Service Unit provide benefits and assistance to injured workers and their dependants via claims, medical, vocational rehabilitation, health care and decision review services. French language services are available.

General Classes or Types of Records

The following general classes or types of records are maintained by both divisions. Contain information on the development of policy for the adjudication of claims, health care benefits, vocational rehabilitation programs and activities, agency payments, and reports and statistics produced for internal purposes.

Admission and Discharge Records
Agency Index
Centre Summary
Chart Listing
Claims Project and Research
Claims Statistical and Management Report
Consultant Index
Diagnosis Index
Medical Overpayment
Medical Patient Census
Medical Pension
Physicians Index
Procedure Index
Service Index
Standard Geographical and Industrial Classification
Vocational Rehabilitation Agency Payment

Manuals

Issued to Client Services staff to provide details on administrative and operational policies and procedures. Manuals from other areas of the board are available as required.

Administrative Manual
Admitting and Discharge

Area Office Guidelines
A/V Policy and Procedure Manual
DRC Statistics Systems Manual
Data Control
Dietary Policy and Procedures
Dietary Quality Assurance
Emergency Procedures Manual
Employment Assessment Policies
Employment Liaison Section Procedure Manual
Fire and Disaster Plans
Functional Assessment Evaluation Procedure Manual
General Stores Policies and Procedures Manual
Housekeeping Budget Manual
Housekeeping Employee and Attendants Records Manual
Housekeeping Inventory Control
Housekeeping Policies and Procedures
Housekeeping Presentation and Orientation
Housekeeping Quality Assurance
Investigation Guidelines
Library Policy and Procedures Manual
Maintenance and Engineering Quality Assurance Manual
Medical Records Coding Manual
Medical Records Policy and Procedures Manual
Medical Secretaries Manual
Medical Services Manual
Nursing Services
Occupational Therapy Staff Manual
Operational Policy Manual
Pharmacy Policy and Procedures
Physiotherapy Staff Manual
Psychological Services Policy and Procedures
Purchasing Manual
Radiology Policy and Procedures
Recreational services Community Resource Manual
Regional Central Registry
Regional Office Services
Registration and Control Operating Procedures
Remedial Gymnasium - Staff
Revenue Branch Classifications
Revenue Branch Operations
Security Operations
Social Work Procedures
Treatment Program Office
Therapeutic Recreation Manual
Vocational Rehabilitation
WCB Bilingual Lexicon
Workers' Compensation Appeal Tribunal Records
Works Policy and Procedure

Personal Information Banks

The following common personal information banks are maintained by both divisions. Contain information on workers or their dependents with claims for benefits arising from industrial accidents and diseases or death.

Compensation Benefits - Claims Files

Location: Integrated Service Units and regional offices. **Legal Authority:** Workers' Compensation Act, R.S.O. 1980, c.539. **Information Maintained:** Name, address, telephone number, Social Insurance Number, language preferred (English or French), claim number, age, employment and earnings information, injury and medical information, employer's name, address and firm number, assessments for eligibility, investigations, results of internal audit, Ombudsman contact, MP and MPP contacts, benefits data. **Uses:** Determine eligibility for Workers' Compensation benefits; answer enquiries concerning entitlement; handle objections to decisions on entitlement; provide management data concerning program delivery; provide statistical data on Workers' Compensation; provide accident and cost information in order to determine employer assessment rates; provide internal audit with information to verify receipt of benefits; liaison with Ombudsman; provide health and safety information to the Ministry of Labour and safety associations. **Users:** Workers, Board adjudication staff, vocational rehabilitation, medical services, external medical and vocational consultants, investigators, Board social workers, support staff, Hearings and Reinstatement staff, and actuarial staff, claims counsellors, Workers' Compensation Appeals Tribunal where an appeal has been filed, Internal Audit staff, injured workers and their representatives, employers and their representatives, the Ministry of Labour and safety associations. **Individuals in Bank:** Workers or their dependants claiming following types of benefits: temporary wage loss, health care, permanent impairment, survivor benefits. **Retention and Disposal:** Permanent.

Patient Medical Records

Location: Downsview Rehabilitation Centre. **Legal Authority:** Workers' Compensation Act, R.S.O. 1980, c.539, s.52. **Information Maintained:** Name, address, marital status, employer, age, medical history, socio-economic history, claims information, treatments and investigations received at the centre. **Uses:** Plan treatment for injured workers referred to the centre; record all treatments, investigations, and medical decisions concerning the injured worker while at the centre. **Users:** Centre's medical and paramedical staff. **Individuals in Bank:** Injured workers admitted to the centre. **Retention and Disposal:** Approximately three and a half years, then transferred to archives.

Vocational Rehabilitation Clients (injured workers)

Location: Integrated Service Units and regional offices. **Legal Authority:** Workers' Compensation Act, R.S.O. 1980, c.539, s.54 and S.36(1)(c). **Information Maintained:** Name, address, telephone number, date of birth, employment history, vocational rehabilitation assessments, socio-economic information, aptitude and interest tests, agency rehabilitation referrals and reports, correspondence related to inquiries from workers' representatives, business evaluations for permanent disability commutation requests, vocational rehabilitation expenditures information, medical and compensation benefits data, vocational rehabilitation plan, ongoing care activity reports, summaries of interviews with prospective employers, employer's comments on injured worker. **Uses:** Determine entitlement to vocational rehabilitation benefits; assist in administering vocational rehabilitation services. **Users:** Vocational rehabilitation and medical staff, claims adjudicators, Hearings and Reinstatement staff and outside agencies retained to assist in the Vocational Rehabilitation Program. **Individuals in Bank:** Injured workers, surviving spouses. **Retention and Disposal:** Not determined.

Finance and Administration

This division undertakes the financial management of the Board including employer assessment as well as providing ongoing administrative support to the Board. It is comprised of the following units: Corporate Budget Analysis, Accounting, Treasury, Pensions Administration, Internal Audit, Administrative Services, Auxiliary Services, Records Management and Revenue.

General Classes or Types of Records

Contain information on financial planning, payroll, property administration, investment and money management, employer classification and assessment and records management.

Accident Costs
Accident Cost Statements - Schedule I Employers
Accident Frequency Rates by Occupation
Accident Statistics by Rate Groups)
Accounts Receivable - Schedule II Employers
Assessment Rates
Assessments - Schedule I Employers
Audit Assignment Files
Audit Reports
Employer Experience Rating
Employer Firms
Employer Firm Profiles
Employer Reclassification
Financial Reports
Liability - Schedule I Employers

Manuals

Accident Cost Transfers
Classification
Employer Assessment
Employer Assessment Rates
Employment Assessment Policies
Experience Rating Plan
Industry Firm Classification
Internal Audit - Policy and Procedures
Purchasing - Policies and Procedures
Revenue Branch Classifications
Revenue Branch Operations
Superannuation - Policy and Procedures, Benefits Section, 1985 Treasury Branch Operations
Superannuation Plan Minutes and Minutes re Investments of

Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

Travel/Expense Accounts

Also contain financial information on employers and benefit information on employees.

Accountable Warrants Agreement Forms

Location: Finance and Administration. **Legal Authority:** Workers' Compensation Act, R.S.O. 1980, c.539. **Information Maintained:** Name, Social Insurance Number, responsibility centre, amount, date paid. **Uses:** Confirm that employee received monies. **Users:** Board accounting branch, internal auditors. **Individuals in Bank:** Board employees. **Retention and Disposal:** Until warrant no longer required, then transferred to archives.

Assessment System, Accounts Receivable System, Experience Rating System, Firms Information System

Location: Revenue Branch, Experience Rating and regional offices. **Legal Authority:** Workers' Compensation Act, R.S.O. 1980, c.539. **Information Maintained:** Name, telephone number, mailing and payroll addresses, firm number, payroll and assessment totals, industry description, invoice issues, assessment history, penalties issued, collection action, payments, overdue accounts, personal coverage history. **Uses:** Statistical analysis; issue assessments; adjust experience ratings; lay charges and levy appropriate penalties (s.91(7)); reference and information; monitor accident record; determine employer assessments; conduct audits. **Users:** Revenue, Actuarial Services and Experience Rating staff, safety associations, classification and collection specialists and staff and Internal Audit staff. **Individuals in Bank:** Past and present employers reporting to the board, employers as defined by the Workers' Compensation Act, self-employed workers requesting coverage. **Retention and Disposal:** Six years, then destroyed.

Canada Savings Bonds - Employee Purchase Files

Location: Finance and Administration. **Legal Authority:** Workers' Compensation Act, R.S.O. 1980, c.539. **Information Maintained:** Name, address, telephone number, Social Insurance Number, responsibility code, amount of deduction, bond serial numbers, bond purchase forms, cancellations and issues, general bond information. **Uses:** Ensure correct delivery of bonds; verify employee Canada Savings Bond deductions and payment amounts. **Users:** Board employees. **Individuals in Bank:** WCB employees applying for Canada Savings Bond internal purchase. **Retention and Disposal:** One to two years, then transferred to archives.

Employer Information

Location: Revenue Branch, Experience Rating and regional offices. **Legal Authority:** Workers' Compensation Act, R.S.O. 1980, c.539. **Information Maintained:** Employer's name and address, industry type, firm and rate numbers, employee information, language preferred (English or French), payroll information. **Uses:** Determine employer assessments; conduct audits. **Users:** Revenue and Internal Audit staff. **Individuals in Bank:** Employers as defined by the Workers' Compensation Act, self-employed workers requesting coverage. **Retention and Disposal:** Not determined.

Firm File Microfiche

Location: Revenue Branch. **Legal Authority:** Workers' Compensation Act, R.S.O. 1980, c.539. **Information Maintained:** Employer's name and address, firm/account number, payroll statements, personal coverage requests, changes, cancellations, industry descriptions, audit reports, memos, correspondence between employer and WCB, fact sheets, decision review and Workers' Compensation Appeals Tribunal rulings. **Uses:** Record all correspondence between and communications about Board and employers; provide information for Board decisions. **Users:** Review Services staff, Revenue, Workers' Compensation Appeals Tribunal. **Individuals in Bank:** Employers, owners, executive officers, independent operators. **Retention and Disposal:** Permanent.

Salary Advance

Location: Finance and Administration. **Legal Authority:** Workers' Compensation Act, R.S.O. 1980, c.539. **Information Maintained:** Name, Social Insurance Number, cheque number, amount of tuition assistance. **Uses:** Record salary advances to Board employees. **Users:** Division secretary, internal and external auditors. **Individuals in Bank:** Board employees. **Retention and Disposal:** Seven years, then transferred to archives.

Security File

Location: Safety and Security Section. **Legal Authority:** Trespass to Property Act, R.S.O. 1980, c.511. **Information Maintained:** Name, address, claim number(s), statements of security staff and adjudicators outlining disruptive behaviour of injured workers. **Uses:** Assess the seriousness of the disruptive behaviour; decide whether or not to issue warning or restricted access letters to disruptive claimants. **Users:** Security staff and claims adjudicators interviewing the claimants on the warning or restricted access list. **Individuals in Bank:** Injured workers who are disruptive or who have made threats against Board staff or who have threatened or used violence toward an employee of the Board. **Retention and Disposal:** Not determined.

Superannuation Buyback

Location: Finance and Administration. **Legal Authority:** Workers' Compensation Act, R.S.O. 1980, c.539. **Information Maintained:** Name, Social Insurance Number, superannuation details. **Uses:** Record receivables for employee buying back past service. **Users:** Payroll and Benefits Policy Section staff, internal and external auditors. **Individuals in Bank:** Board employees. **Retention and Disposal:** Seven years, then transferred to archives.

Superannuation Plan

Location: Finance and Administration. **Legal Authority:** Workers' Compensation Act, R.S.O. 1980, c.539, s.74. **Information Maintained:** Name, Social Insurance Number, address, sex, date of birth, employment history, pay level, superannuation contributions. **Uses:** Calculate and pay or refund pension contributions. **Users:** Human Resources Branch, financial staff, actuaries, auditors. **Individuals in Bank:** Current and former Board employees with vested pensions. **Retention and Disposal:** Not determined.

Information Services Division

This division provides computer and communications services to the Board and its stakeholders. The division is composed of the following units: End-User Computing, Technology, Applications- Benefits and Health Care and Applications-Revenue and Administration.

General Classes or Types of Records

Contain information on security for computerized data banks.

Personal Information Banks

None

Investments Division

This division provides investment management and services for all investments controlled by the Board. The mandate of this division is to maximize the investment return by using diversification within prudent investment guidelines.

General Classes or Types of Records

Contain information on economic trends, investment and money management, stock and bond markets, investment portfolios and all Board investments.

Personal Information Banks

None

Professional Services Division

Provides ongoing support to the client-service and policy-making groups. The division is composed of the following units: Clinical and Rehabilitation Services; Employment Equity; Human Resources; Training and Development; Legal; French Services; Employment Equity and Hearings and Reinstatement Branch.

General Classes or Types of Records

Contain information on policies and procedures concerning the division's operating areas. Each operating area maintains information on economic trends, long-term financial planning, information circulars, employment legislation and trends, and payroll.

Corporate Annual Reports
Decision Records
Employment Trends
Hearings Records and Procedures
Reinstatement Records and Procedures
Research Files

Manuals

Issued to staff to provide details on administrative and operational policies and procedures. Manuals from other areas of the Board are available as required.

Administration and Production - Policy and Procedures
Human Resources - Policy and Procedures
Organization Manual (WCB) Ontario
Research and Development - Policy and Procedures

Personal Information Banks

The following common personal information as described in Chapter II of this directory are maintained.

Employment Equity Program
Freedom of Information and Protection of Privacy Act Requests
Library Users List
Ombudsman/Human Rights Commission

Also contain information on human rights issues, employee benefits, personnel records of Board employees and legal actions brought by or against the Board as a corporation.

Attendance and Vacation System

Location: Human Resources Branch. **Legal Authority:** Workers' Compensation Act, R.S.O. 1980, c.539, s.72. **Information Maintained:** Name, Social Insurance Number, work attendance, job classification. **Uses:** Record absences; provide statistical reports on attendance. **Users:** Human Resources, Finance and Administration, and Internal Audit staff, Board management. **Individuals in Bank:** Board employees. **Retention and Disposal:** Not determined.

Employee Counselling Files - Long-Term Disability

Location: Human Resources Branch. **Legal Authority:** Workers' Compensation Act, R.S.O. 1980, c.539. **Information Maintained:** Name, address, telephone number, socio-economic information, age, sex, marital status, family status, education, employment history, medical reports, interview notes, vocational testing results, physical and workshop assessment results. **Uses:** Help reduce hardship associated with the disability; facilitate are turn to the work force. **Users:** Employee Counselling Section staff. **Individuals in Bank:** Board employees on Long-Term Disability benefits. **Retention and Disposal:** Six months, then destroyed.

Employee Counselling Files - Special Placement

Location: Human Resources Branch. **Legal Authority:** Workers' Compensation Act, R.S.O. 1980, c.539. **Information Maintained:** Name, address, telephone number, socio-economic information, age, sex, marital status, family status, education, medical, psychiatric, psychological, employment history and/or financial transactions, employee's opinions/views, confidential correspondence, opinions/views about the employee. **Uses:** Report progress; provide status of issues and/or employee- placement activities. **Users:** Employment Equity Program staff. **Individuals in Bank:** WCB employees seeking assistance with interpersonal problems, and/or employees active on a Special Placement Program. **Retention and Disposal:** Six years from date of last contact, then destroyed.

Employee Medical Information

Location: Employee Health Services. **Legal Authority:** Workers' Compensation Act, R.S.O. 1980, c.539; Occupational Health and Safety Act, R.S.O. 1980, c.321, s.25 and s.26. **Information Maintained:** Name, Social Insurance Number, address, medical information, health records, accident reports and claims. **Uses:** Verify health status; authorize leaves of absence. **Users:** Human Resources staff, line managers, employee counsellor, medical staff, auditors. **Individuals in Bank:** Board employees. **Retention and Disposal:** Not determined.

Employment Application Inventory

Location: Human Resources Branch. **Legal Authority:** Workers' Compensation Act, R.S.O. 1980, c.539, s.72. **Information Maintained:** Name, Social Insurance Number, letters of application, application forms, resumes. **Uses:** Identify potential candidates for job competitions. **Users:** Human Resources specialists, line managers. **Individuals in Bank:** Applicants for employment at the Board. **Retention and Disposal:** Six months, then destroyed.

First-Aid Program

Location: Employee Health Services. **Legal Authority:** Workers' Compensation Act, R.S.O. 1980, c.539. **Information Maintained:** Firm name and number, number of trained staff, expiry date of certificates. **Uses:** Record number of persons qualified and trained to give first aid in any firm coming under the Workers' Compensation Act. **Users:** Ontario Health and Safety Education Authority's administration staff. **Individuals in Bank:** Firms coming under the Workers' Compensation Act, agencies supplying first-aid instruction. **Retention and Disposal:** Two years, then stored off site.

French Services Files

Location: French Services. **Legal Authority:** Workers' Compensation Act, R.S.O. 1980, c.539; French Language Services Act, S.O. 1986, c.45; Crown Employees Collective Bargaining Act, R.S.O. 1980, c.108. **Information Maintained:** Employee's second- language test results, French language training progress reports, annual additional language premium including name, positions held, amount of premium received and copy of transaction. **Uses:** Verify bonuses paid; staff bilingual positions; identify French training needs; calculate additional language premium. **Users:** Office of Francophone Affairs, Board staff. Only statistical information released to external parties. **Individuals in Bank:** Board staff. **Retention and Disposal:** Not determined.

General Employment History and Compensation Information

Location: Human Resources Branch. **Legal Authority:** Workers' Compensation Act, R.S.O. 1980, c.539, S.72. **Information Maintained:** Name, address, Social Insurance Number, work history, payroll transactions, employee benefits options. **Uses:** Record employee's work history and payroll/benefit transactions. **Users:** Human Resources and Finance and Administration staff, managers and auditors. **Individuals in Bank:** Board employees. **Retention and Disposal:** Not determined.

Grievances

Location: Human Resources Branch. **Legal Authority:** Workers' Compensation Act, R.S.O. 1980, c.539, s.72; Crown Employees Collective Bargaining Act, R.S.O. 1980, c.108, s.19. **Information Maintained:** Name, job classification, grievance forms, notices and replies, grievance award, correspondence about the grievance, supporting documentation. **Uses:** Document the grievance process. **Users:** Human Resources staff, line managers. **Individuals in Bank:** Board employees submitting formal grievances. **Retention and Disposal:** Not determined.

Health Care - Treating Agencies

Location: Integrated Service Units and regional offices. **Legal Authority:** Workers' Compensation Act, R.S.O. 1980, c.539, s.52. **Information Maintained:** Name, address, telephone number, type of practice. **Uses:** Determine eligibility for health care benefits. **Users:** Health Care Benefits adjudication staff, Specialized Vocational Rehabilitation Services, Specialized Medical Services and Occupational Disease Department staff. **Individuals in Bank:** Physicians, chiropractors, dentists or drugless practitioners providing health care services to injured workers. **Retention and Disposal:**

After agency contact terminated, then transferred to archives.

Human Rights Complaints

Location: Employment Equity Program. **Legal Authority:** Human Rights Code, S.O. 1981, c.53. **Information Maintained:** Name, address, telephone number, race, national or ethnic origin, colour, religion, age, sex, marital or family status, education, medical information, employment history, personal opinions/views, correspondence, views/opinions about the individual. **Uses:** Investigate and resolve perceived contraventions of the Ontario Human Rights Code or Workers' Compensation Board policies. **Users:** Employment Equity Program staff. **Individuals in Bank:** Employees, applicants seeking to resolve issues of perceived discrimination and/or filing complaints with the Ontario Human Rights Commission. **Retention and Disposal:** Six years from date of last contact, then destroyed.

Job Competitions

Location: Human Resources Branch and line managers' offices. **Legal Authority:** Workers' Compensation Act, R.S.O. 1980, c.539, s.72. **Information Maintained:** Application forms, job advertisement, screening and evaluation information, appointments of successful candidates. **Uses:** Document the hiring process; provide statistical data. **Users:** Human Resources and Employment Equity staff, line managers, human rights officers, auditors. **Individuals in Bank:** Applicants for jobs with the Board. **Retention and Disposal:** Up to one year, then destroyed.

Legal Action Files

Location: Office of the Board Solicitor. **Legal Authority:** Courts of Justice Act, S.O. 1984, c.11. **Information Maintained:** Plaintiff's/applicant's name, address, counsel, WCB claim file if appropriate, legal opinions, pleadings and factums. **Uses:** Defend or respond to court actions and applications against the Board. **Users:** Division solicitors and counsel retained by the Board. **Individuals in Bank:** Individuals initiating an action or making application against the Board. **Retention and Disposal:** Ten years, then destroyed.

Outreach Recruitment

Location: Employment Equity Program. **Legal Authority:** Human Rights Code, S.O. 1981, c.53, s.13. **Information Maintained:** Name, address, telephone number, education, employment history, resumes. **Uses:** Promote the Board's Outreach Recruitment Program; determine candidates for external vacancies. **Users:** Program staff. **Individuals in Bank:** WCB benefits claimants and disabled individuals referred by other agencies. **Retention and Disposal:** Six months, then destroyed.

Performance Management

Location: Human Resources Branch. **Legal Authority:** Crown Employees Collective Bargaining Act, R.S.O. 1980, c.108, s.18(1)(b). **Information Maintained:** Name, Social Insurance Number, job classification, appraisal of work performance. **Uses:** Manage employees' performance; identify staff training needs. **Users:** Board, training, and Employment Equity staff, line managers and auditors. **Individuals in Bank:** Board employees. **Retention and Disposal:** Not determined.

Personnel and Employee Benefits System

Location: Human Resources Branch. **Legal Authority:** Workers' Compensation Act, R.S.O. 1980, c.539, s.72. **Information Maintained:** Name, address, telephone number, Social Insurance Number, sex, date of birth, education, work history, pay level. **Uses:** Provide basic data to issue pay cheques; generate statistical reports (e.g., T-4s, pension contributions). **Users:** Board management, Human Resources, financial staff, Internal Audit staff, insurance carriers. **Individuals in Bank:** Board employees. **Retention and Disposal:** Not determined.

Reinstatement Files (Professional Services Division)

Location: Reinstatement Branch. **Legal Authority:** Workers' Compensation Act, R.S.O. 1980, c.539, as amended s.5(a) and s.54(b). **Information Maintained:** Name, address, telephone number, claim number, personnel file, earnings and employment benefits, information regarding applicant worker; employer's name, address, telephone and fax numbers, employment benefits, personnel policies; worksite analysts' reports, collective agreements, Reinstatement Officers' decisions, hearings transcripts. **Uses:** Make determinations under the act as to whether or not obligations regarding reinstatement and payment of employment benefits have been met. **Users:** Workers and their representatives, employers and their representatives, Reinstatement Branch staff, Workers' Compensation Board Appeals Tribunal (if appeal filed). **Individuals in Bank:** Workers and employers. **Retention and Disposal:** Not determined.

Specialized Vocational Rehabilitation Services (SVRS) Clients - Rehabilitation Files

Location: Vocational Rehabilitation Services. **Legal Authority:** Workers' Compensation Act, R.S.O. 1980, c.539, s.54, s.52 and s.36(1)(c). **Information Maintained:** Name, address, telephone number, date of birth, employment history, vocational rehabilitation assessments, socio-economic information, aptitude and interests tests, agency rehabilitation referrals and reports, correspondence related to inquiries from workers' representatives, vocational rehabilitation expenditures information, medical and compensation benefits data, information on rehabilitation agencies, vocational rehabilitation plan, ongoing care activity reports, summaries of interviews with prospective employers, employer's comments on injured worker. **Uses:** Assist in administering vocational rehabilitation services and in assessing special needs including home and vehicle modifications. **Users:** Department staff. **Individuals in Bank:** Injured workers. **Retention and Disposal:** Not determined.

Subrogated Personal Injury Actions

Location: Legal Services. **Legal Authority:** Workers' Compensation Act, R.S.O. 1980, c.539, s.8(4). **Information Maintained:** Name, address of injured worker, defendants and representatives, medical information, Social Insurance Number, claim file number, wage information and employment history, public liability insurance particulars, interpretations and legal opinions. **Uses:** Advance subrogated personal injury action in the courts. **Users:** Division solicitors, adjusters and counsel retained by the Board. **Individuals in Bank:** Employees of Schedule I employers receiving Workers' Compensation benefits. **Retention and Disposal:** After completion of action, transferred to archives.

Transfer of Costs Files

Location: Legal Services. **Legal Authority:** Workers' Compensation Act, R.S.O. 1980, c.539, s.8(9). **Information Maintained:** Name, address of injured worker, witnesses and employer, WCB claim number, investigation notes, statements by worker and witnesses. **Uses:** Determine if accident costs of a claim should be transferred to another employer (s.8(9)). **Users:** Division staff. **Individuals in Bank:** Employees of Schedule I employers with compensable claims. **Retention and Disposal:** When cost transfer complete, information transferred to Compensation Benefits Claims Files bank.

Strategic Policy and Analysis Division

This division undertakes the major research, analysis and evaluation activities of the Board in order to develop and communicate legally, medically, economically and actuarially sound strategic and operational policies, programs and strategic plans. It is comprised of the following units: Actuarial Services; Communications; Corporate Data; Medical and Occupational Disease Policy; Operational Policy; Planning and Analysis; Research and Evaluation; and Strategic Policy.

General Classes or Types of Records

Contain reports, data and background materials concerning divisional projects.

Actuarial Reports
Advisory Committee on Occupational Chest Diseases
Advisory Council on Occupational Health and Safety - Ministry of Labour
Archives of Policy and Procedures Manuals
Asbestos Data Base
Assessment Rates
Auditors' Reports
Canadian Centre for Occupational Health and Safety
Cancer Claims and Index
Cardiovascular Diseases
Compensation Claims Statistics
Consulting Actuaries Reports
Employer Assessment Rates
External Policy Consultation Submissions
Fatalities Data Base
Home and Vehicle Modification
Industrial Disease Standards Panel
Industrial Noise Deafness
Infectious Diseases
Interest Group Representation
Liabilities
Literature Reviews on Occupational Disease
Operational Policy Discussion Papers
Safety Association Records
Standard Geographical and Industrial Classification
Surveillance Claims
Survey Data (work history, opinions, etc.)

Manuals

Issued to staff to provide details on administrative and operational policies and procedures. Manuals from other areas of the board are available as required.

Board Policy Manual
Bilingual Lexicon
Coding Manual
Occupational Classifications
Occupational Disease Information
Operational Policy Manual
Records Training Manuals
Surveillance System Documentation (ODISS)

Personal Information Banks

None

Access

Freedom of Information and Privacy Coordinator
Workers' Compensation Board
21st Floor, 2 Bloor Street East
Toronto, Ontario
M4W 3C3
Telephone: (416) 927-6845
TDD: 1-800-387-0050

A public reading room for the review of manuals and other information is open during regular office hours on the 22nd floor at 2 Bloor Street East, Toronto.

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